

**RULES FOR ARKANSAS'
REGISTERED APPRENTICESHIP PROGRAMS**

SECTION I. AUTHORITY

The following rules are adopted and promulgated by the Career Education and Workforce Development Board pursuant to the authority expressly conferred on it by the laws the of the State of Arkansas and the Arkansas Administrative Procedures Act.

SECTION II. DEFINITIONS

As used in this part:

(1) "Apprentice" means an individual:

(A) Enrolled in an apprenticeship training program that is registered by the United States Department of Labor - Office of Apprenticeship;

(B) Working within their chosen occupation;

(C) Who has a signed indenture agreement on file with the United States Department of Labor - Office of Apprenticeship; and

(D) Has been issued all necessary licenses for their current occupation;

(2) "Apprenticeable occupation" means an occupation recognized by the United States Department of Labor - Office of Apprenticeship and throughout an industry as a skilled occupation learned through structured on-the-job training requiring at least two thousand (2,000) hours of instruction per year, supplemented by at least one hundred forty-four (144) hours of technical instruction per year or as approved by the United States Department of Labor – Office of Apprenticeship;

(3) "Apprenticeship" means a learning approach enabling an individual to become a qualified professional in a skilled occupation, which consists of on-the-job training with off-the-job instruction related to the skilled occupation in question;

(4) "Apprenticeship coordinator" means the person designated by the program sponsor to be the program's primary contact and coordinator;

(5) "Apprenticeship standards" means the rules that the program sponsor registers with the United States Department of Labor – Office of Apprenticeship describing how an apprenticeship training program will be conducted;

(6) Apprenticeship training program" means a training program that provides on-the-job training, preparatory instruction, supplementary instruction, or related instruction in an occupation that has been registered as an apprenticeable occupation by the United States Department of Labor – Office of Apprenticeship;

(7) “Arkansas Apprenticeship Coordination Steering Committee” means the committee appointed by the Governor of the State of Arkansas representing bargaining agents, employers, educators, the minority and female workforce, and the general public, whose purpose is to oversee the operation and funding of apprentice training programs in the State of Arkansas;

(8) “ARPAP” means Arkansas Certified Pre-Apprenticeship Program;

(9) “Contact hour” means a block of sixty (60) minutes during which an apprentice receives instruction in a supervised classroom or laboratory environment;

(10) “Indenture agreement” means a signed agreement between the apprentice and the sponsoring entity, firm, or person. An indenture agreement must contain the standards for the particular program and be filed with the United States Department of Labor – Office of Apprenticeship;

(11) “Journeyman” means an individual who has, where required:

(A) Completed an apprenticeship training program and been released from their indenture agreement;

(B) Been recognized by their peers as having attained journeyman status;

(C) Demonstrated their ability to perform work as a journeyman by examination or other proof of competence; or

(D) Been issued a journeyman license, if necessary for their chosen occupation.

(12) “Local education agency” means a public community college, technical college, secondary or post-secondary vocational-technical school, technical institute, university, life-long learning center, adult education center, area vocational center, or a public school system that has an assigned local education agency number recognized or accepted by the United States Department of Education and the Office of Skills Development;

(13) “On-the-job training” means work performed by an apprentice at a job or work site that relates to and reinforces the classroom training received by the apprentice, directly supervised by a journeyman or master.

(14) “OSD/OA” means the Office of Skills Development – Office of Apprenticeship, a division of the Arkansas Department of Commerce;

(15) “Preparatory instruction” means a course of instruction lasting six (6) months or less that teaches basic skills required for an individual to enter the workforce.

(16) “Program sponsor” means any person or organization operating a registered apprenticeship program. A program sponsor may be either an employer or representative of the apprentice.

(17) “RAP” means registered apprenticeship program;

(18) “Related technical instruction” means organized off-the-job instruction provided by an instructor qualified under Section III and documented by appropriate written or performance tests, in subjects required for the completion of an apprenticeship program for a particular apprenticeable occupation.

(19) “Supplementary instruction” means a course of instruction designed to provide new skills or upgrade the current skills of fully-qualified persons in an apprenticeable occupation.

(20) “USDOL/OA” means the United States Department of Labor – Office of Apprenticeship.

SECTION III. INSTRUCTOR QUALIFICATIONS

In order to be a qualified instructor, an individual must:

(a)(1) Meet the Arkansas Department of Education’s vocational-technical instructor requirements; or

(2) Be recognized as a subject-matter expert within an industry as having expertise in a specific occupation;

(b)(1) For occupations requiring a license, the instructor shall have a minimum of a journeyman’s license in that occupation; or

(2) Be recognized as a subject-matter expert within an industry as having expertise in a specific occupation; and

(c) Have training in teaching techniques or adult learning styles.

(d) A qualified instructor should have no more than twenty-five (25) apprentices per class.

(e) Qualified instructors are encouraged to take teacher training courses as available to further improve their skills.

SECTION IV. TERMS OF APPRENTICESHIP AGREEMENT

(a) All apprentices shall be placed under a written apprenticeship agreement which shall be signed by:

(1) The apprentice;

(2) The apprentice’s employer; and

(3) The program sponsor.

(b) All signed apprenticeship agreements under this section shall be registered with USDOL/OA.

(c) The terms of the apprenticeship agreement shall be consistent with the training requirements established by USDOL/OA, which shall be incorporated into the apprenticeship agreement by reference.

(d) Each apprentice entering into an apprenticeship agreement under this section shall be given the opportunity to fully review the terms of the agreement and the USDOL/OA training requirements prior to signing.

(e) The following parties shall receive a copy of the executed apprenticeship agreement:

- (1) The apprentice;
- (2) The apprentice's employer;
- (3) The program sponsor; and
- (4) USDOL/OA

(f)(1) After the execution of the apprenticeship agreement, there shall be a reasonable probationary period, based on the length of the apprenticeship term, during which time the apprenticeship agreement may be terminated, with full credit for such time toward the completion of the apprenticeship, at the request of any of the parties listed in subsection (a).

(2) After the probationary period has ended, the apprenticeship agreement may only be terminated for cause.

SECTION V. WORKING CONDITIONS AND SAFETY

(a) Apprentices shall be subject to the same hours of work and working conditions as licensed journeyman within the occupation.

(b) The apprentice's employer shall instruct the apprentice in safe practices and procedures and ensure that the apprentice is trained in facilities or environments that comply with all applicable health and safety standards.

SECTION VI. RELATED TECHNICAL INSTRUCTION

(a)(1) Apprentices are required to attend related technical instruction classes for a minimum of one hundred forty-four (144) hours per year, or as mandated in the standards of apprenticeship for the relevant occupation.

(2) Safety instruction shall be included as part of the curriculum provided in the classroom or organized courses.

(3) Time an apprentice spends on attending related technical instruction shall not be considered hours worked for the purposes of completing their apprenticeship.

(b) An employer may, but is not required to, pay an apprenticeship for time spent attending related technical instruction.

(c) Written documentation of the related technical instruction consisting of time or attendance sheets, student sign-in sheets, or other documentation as approved by the OSD/OA shall be kept on file by the program sponsor for at least five (5) years.

SECTION VII. DUTIES OF THE PROGRAM SPONSOR OR LOCAL APPRENTICESHIP COMMITTEE

(a) Program sponsors and local apprenticeship committees shall:

(1) Administer the apprenticeship program and enforce its provisions;

(2) Establish minimum standards of education and experience for apprenticeship applicants;

(3) Review apprenticeship agreements to ensure all parties are in compliance with the terms of the agreement;

(4) Determine, through examination as necessary, the progress of apprentices in practical skill and technical knowledge;

(5) Promote apprenticeship by networking with industry, trade associations, governmental units, and the general public;

(6) Provide apprentices with a transcript of related technical instruction and on-the-job training at least every six (6) months while they are active in the program;

(7) Issue certificates of apprenticeship completion to apprentices who have satisfactorily completed their training;

(8) Secure competent and qualified instructors whose knowledge, experience, and ability to teach shall be examined;

(9) Submit proposed changes to their standards to USDOL/OA for review and approval, prior to implementation;

(10) Maintain complete and accurate records, which shall be maintained for a period of five (5) years for each apprentice, which shall include, but are not limited to:

(A) Copies of the registration with USDOL/OA;

(B) Registration with a licensing agency, if required;

(C) On-the-job training and related technical instruction progress;

(D) Any advancements, certifications, or commendations obtained by the apprentice during the course of the program; and

(E) Any other records pertinent to the apprentice or the conduct of the program;

(11) Establish start and stop times for classroom instruction;

(12) Be responsible for the administration and financing of their local programs;
and

(13) Notify USDOL/OA and OSD/OA of all apprentice actions listed under Section VIII (e) within forty-five (45) days of the action.

(b) In addition to the duties listed in subsection (a), local apprenticeship committees shall:

(1) Hold meetings at least once a month. Special meetings may be called by the chairperson or by a petition of the majority of the members;

(2) Annually elect a chairperson and secretary who shall retain the power to vote on all matters before the local apprenticeship committee; and

(3) Establish rules and procedures to govern meetings.

SECTION VIII. APPRENTICESHIP FUNDING

(a) A program sponsor will be eligible to apply for apprenticeship funding through OSD/OA based on the following:

(1) Number of contact hours of related technical instruction as approved in their apprenticeship standards;

(2) Number of apprentices;

(3) Number of qualified instructors;

(4) Length of the apprenticeship program; and

(5) Any other factors outlined in the OSD/OA funding guidelines for the fiscal year.

(b)(1) OSD/OA shall develop application packets which shall be sent to program sponsors seeking funding to support apprenticeship within the State of Arkansas;

(2) OSD/OA shall establish an application deadline in consultation with the Arkansas Apprenticeship Coordination Steering Committee;

(3) OSD/OA will approve or deny all applications based on guidelines approved by OSD/OA in consultation with the committee; and

(4) OSD/OA will approve or deny applications within sixty (60) days following the application deadline.

(5) Local education entities and program sponsors that do not submit an application within the specified deadline will not be eligible for OSD/OA funding for the contract year.

(6) OSD/OA shall make every reasonable effort to give statewide notification to potential program sponsors of the amount of funding available to support apprenticeship training programs during the current fiscal year.

(c)(1) OSD/OA shall establish contact hour reimbursement rates in consultation with the Arkansas Apprenticeship Coordination Steering Committee.

(2) Apprenticeship training programs will be reimbursed up to the contact hour reimbursement rate based off actual qualified instructor expenses incurred.

(3) Correspondence courses used to deliver related technical instruction do not have contact hours and are not eligible for funding under this section.

(4) OSD/OA shall include information concerning reimbursement procedures in its funding guidelines.

(d)(1) If OSD/OA has remaining apprenticeship reimbursement funds at the end of the fiscal year, accepted applicants may submit reimbursement requests for administrative expenses incurred during the fiscal year.

(2) An apprenticeship training program will not be eligible to receive more than 15% of the total amount received for qualified instructor reimbursement as reimbursement for administrative expenses.

(3) Administrative expenses eligible for reimbursement include the following:

(A) Payroll costs, including salaries and fringe benefits, for:

(i) Supervisors;

(ii) A secretary;

(iii) A clerk; and

(iv) Instructors;

(B) Contract or service costs.

(i) Instruction space rentals are eligible for reimbursement under this provision.

(ii) Consulting fees are not eligible for reimbursement; and

(C) Supplies and instructional materials, including, but not limited to:

(i) Stationary;

(ii) Pens and pencils;

(iii) Workbooks; and

(iv) Consumable construction and industrial materials used by the apprentice.

(e)(1) All apprenticeship programs approved for funding shall be required to submit apprentice information to OSD/OA via the Arkansas Apprenticeship Portal.

(2) The required apprentice information includes, but is not limited to:

(A) New apprentice;

(B) Suspensions;

(C) Cancellations;

(D) Transfers;

(E) Completion;

(F) Semester hours earned;

(G) The employer list outlined in Ark. Code Ann. § 6-52-208(e)(1); and

(H) All other information outlined in the agreement between the apprenticeship program and OSD/OA.

(f) Apprenticeship programs should allow for one (1) month of processing after all paperwork and reimbursement requests have been submitted.

SECTION IX. PLUMBING APPRENTICESHIP PROGRAMS

(a) The provisions in this section govern plumbing apprenticeship programs and are supplemental to the requirements outlined in Sections I through VIII, unless otherwise specified by this section. Terms shall have the definitions provided in Section II, unless a different definition is provided in subsection (b) below, in which case, that definition will control.

(b) As used in this part:

(1) “Apprentice plumber” means a person other than a master or journeyman plumber, who is at least sixteen (16) years of age and has entered into a valid plumbing apprenticeship agreement;

(2) “Committee of Plumbing Examiners” means individuals designated by the State Board of Health to determine the eligibility of applicants for a master or journeyman plumber license in accordance with Ark. Code Ann. §§ 17-38-301, et seq.;

(3) “Employer” means any master plumber representing themselves or a company that performs plumbing work in the State of Arkansas;

(4) “Experienced credit” means related technical instruction and on-the-job training granted for documented out-of-state work, in-state work while duly registered under these rules, or work done prior to January 1st, 1984;

(5) “Journeyman plumber” means any person other than a master or apprentice plumber who is duly licensed under Ark. Code Ann. §§ 17-38-301 et seq. and is engaged in the practical installation of plumbing;

(6) “Laborer” means any person engaged in trenching, transporting supplies, demolition, etc., whose primary function is physical in nature;

(7) “Plumbing inspector” means an individual duly licensed by the Department of Health in accordance with Ark. Code Ann. §17-38-301;

(8) “Master plumber” means any person other than a journeyman or apprentice plumber who is duly licensed under Ark. Code Ann. §§ 17-38-301 et seq. and is skilled in the planning, superintending, and practical installation of plumbing and is familiar with the laws and rules governing it;

(9) “State Plumbing and Apprenticeship Committee” means the body of individuals appointed by the Career Education and Workforce Development Board pursuant to Ark. Code Ann. § 17-38-403.

(c)(1) No person shall engage in work as an apprentice plumber unless registered by the Arkansas Department of Health – Plumbing and Natural Gas Section, USDOL/OA, and OSD/OA. The apprentice, and if a minor, their parent or guardian, shall sign an apprenticeship agreement with the Arkansas Department of Health and USDOL/OA.

(2) The employer of an apprentice plumber must be a master plumber who signs an employer acceptance agreement to abide by these rules.

(3)(A) In order to establish an apprenticeship record, every apprentice plumber shall be registered with the program sponsor, the Arkansas Department of Health, USDOL/OA, and OSD/OA within thirty (30) days after employment.

(B) It is the responsibility of the master plumber to ensure that the apprentice is duly licensed, enrolled in, and attending an apprenticeship program.

(C) The Committee of Plumbing Examiners may take action against a master plumber for working an apprentice beyond the 30-day limit without being registered.

(4)(A) An applicant must submit a request for experienced credit within sixty (60) days of the date of application. Requested credit must be substantiated through notarized records, affidavits, or other evidence.

(B) Work experience used as a basis for experienced credit must have a start and end date listed (to the present if the applicant’s current job is being used) and the amount of on-the-job training hours obtained during that time frame should be listed.

(C) Work experience should be described with sufficient detail to provide a clear understanding of the work that was performed.

(D) If a license or registration was required in the state where the work was performed, a copy of the license or registration, valid during the time period in question, should be provided.

(E)(i) Time requested for experienced credit shall be evaluated by the local apprenticeship committee, if in existence, and approved by the State Plumbing and Apprenticeship Committee.

(ii) In the absence of the local apprentice committee, requested time shall be evaluated by the State Plumbing and Apprenticeship Committee.

(F) The applicant may be required to take an examination to verify their knowledge about subjects for which experienced credit is requested.

(G) Experienced credit may be granted for related technical instruction where the applicant has attended an Arkansas Certified Pre-apprenticeship Program or college/vocational program approved by OSD/OA where the classes taken match with an apprenticeship program's related technical instruction.

(H)(i) The term of apprenticeship shall be a minimum of four (4) years consisting of eight (8) periods of one thousand (1,000) hours of practical work experience and eight (8) periods of eighty (80) hours of related technical instruction.

(ii) Training time received through a pre-apprenticeship program prior to entering a registered apprenticeship program may be counted towards the time requirement above.

(J)(i) An apprentice who successfully completes the required apprenticeship term will be eligible to take the state journeyman plumber's examination as administered by the Arkansas Department of Health – Plumbing and Natural Gas Section.

(ii) Upon completion of the apprenticeship, a notice will be sent to OSD/OA by the program sponsor informing it of the apprentice's completion.

(iii) Upon verification of the completion, OSD-OA will provide the release to test to the program sponsor.

(iv) The apprentice shall have one (1) year from the date of completion of the apprenticeship to pass the state journeyman plumber's examination.

(v) The Arkansas Department of Health – Plumbing and Natural Gas Section will notify OSD/OA of the test results.

(vi) The apprentice must pass the examination before being released by the program sponsor from their indenture agreement.

(d)(1) The apprentice shall enroll in and attend classes in related subjects at an apprenticeship program that is approved by USDOL/OA and OSD/OA.

(2)(A) The approved occupation titled program is Plumber (0432) V1 Time-Based. This program requires six hundred forty (640) hours of related technical instruction.

(B) Apprentices may receive up to three hundred twenty (320) related technical instruction hours by correspondence work.

(3) The apprentices shall take advantage of provided instruction in recognized apprenticeship classes during periods of temporary unemployment.

(4) Class attendance is mandatory, and failure to attend classes in related technical instruction may result in discipline up to and including termination of the apprenticeship agreement.

(5) Apprentices will attend classes on their own time. Class attendance shall not be considered as hours worked.

(6) The program sponsor shall not recognize any apprentice with whom they have not signed an apprenticeship agreement or who is not registered with the Arkansas Department of Health, USDOL/OA, and OSD/OA.

(e) All work done by apprentices as training shall conform with state and local plumbing codes and the apprenticeship program's USDOL/OA Standards of Apprenticeship.

(f) The State Plumbing and Apprenticeship Committee, comprised pursuant to Ark. Code Ann. § 17-38-403, shall have the following duties:

(1) Annually electing a chairperson and co-chairperson who shall retain the power to vote in all matters before the committee;

(2) Holding monthly meetings if there are items requiring discussion or approval. Special meetings may be called by the chairperson or by a petition of a majority of the members of the committee. The chairperson shall call a special meeting when necessary to hear appeals;

(3) Assisting and advising local apprenticeship committees upon request;

(4) Evaluating local plumbing apprenticeship training programs for compliance with USDOL/OA, OSD/OA, and its own policies;

(5) Serving as an appeal board for apprentices, employers, and local apprenticeship committees. Any person may appeal directly to the State Plumbing and Apprenticeship Committee for review.

(6) Providing interpretations for training standards;

(7) Approving plumbing curriculum eligible for reimbursement through the Construction Industry Craft Training Trust Fund; and

(8) Making final determinations on experienced credit requests.

(g) A plumbing program sponsor or local apprenticeship committee shall:

(1) Review apprenticeship agreements between the employer and apprentice and submit those agreements to USDOL/OA and the Arkansas Department of Health – Plumbing and Natural Gas Section;

(2) Assure that all apprentices are duly registered with the Arkansas Department of Health – Plumbing and Natural Gas Section within thirty (30) days of employment by a master plumber and registration by the program sponsor;

(3) Notify USDOL/OA, OSD/OA, and the Arkansas Department of Health – Plumbing and Natural Gas Section of all actions affecting apprenticeship such as new hires, completions, suspensions, and cancellations within thirty (30) days of the action;

(4) Establish starting and stopping times for classroom instruction to ensure the completion of eight (8) periods of eighty (80) hours or as approved by USDOL/OA;

(5) If a program is found to be in violation of these rules, OSD/OA, in consultation with the State Plumbing and Apprenticeship Committee, shall contact the Arkansas Department of Health – Plumbing and Natural Gas Section and request that the program’s ability to register new apprentices, renew licenses, and have their apprentices approved to test be held until all the program is in compliance;

(6)(A) Local apprenticeship committees shall hold semi-annual meetings. Special meetings may be called by the chairperson or by a petition of a majority of members; and

(B) Annually elect a chairperson and a secretary who shall retain the power to vote on all matters before the local apprenticeship committee.

(h)(1) Apprentice plumbers shall be subject to a probationary period not to exceed one thousand (1,000) practical work experience hours.

(2) During the probationary period, the local apprenticeship committee, employer, or apprentice may request an annulment of the apprenticeship agreement without a formal hearing.

(3) Apprentices shall receive credit for time worked under the probationary period.

(i)(1) Should an apprentice fail to attend on-the-job training or related technical instruction, the local apprenticeship committee or program sponsor shall take the necessary disciplinary action.

(2) The local apprenticeship committee or program sponsor may cancel the apprenticeship agreement and remove an apprentice from the training program for failing to comply with the terms of the apprenticeship agreement or applicable standards.

(3)(A) Before taking any disciplinary action, the local apprenticeship committee or program sponsor shall notify the apprentice by certified mail that they should appear before the local apprenticeship committee at the designated date. The notice should specify the grounds for disciplinary action.

(B) If, after receiving due notice, an apprentice fails to appear before the local apprenticeship committee, disciplinary action may be invoked.

(C) In absence of a local apprenticeship committee, the State Plumbing and Apprenticeship Committee shall function in its stead.

Section X. Electrical Apprentices Programs

(a) The provisions in this section govern electrical apprenticeship programs and are supplemental to the requirements outlined in Sections I through VIII, unless otherwise specified by this section. Terms shall have the definitions provided in Section II, unless a different definition is provided in subsection (b) below, in which case, that definition will control.

(b)(1) “Apprentice electrician” means a person who is at least sixteen (16) years of age, covered by the required apprenticeship agreements, and whose principal occupation is the learning of and assisting in the installation of electrical work under the direct supervision of a licensed journeyman or master electrician;

(2) “Board of Electrical Examiners of the State of Arkansas” means individuals designated by the Arkansas Department of Labor and Licensing pursuant to Ark. Code Ann. § 17-28-201;

(3) “Employer” means any master electrician representing themselves or a company who signs an apprenticeship agreement to abide by these rules;

(4) “Journeyman electrician” means any duly licensed person who possesses the necessary qualifications, training, and technical knowledge to install, maintain, and extend electrical conductors and equipment in accordance with plans and specifications which comply with standard rules governing the work;

(5) “Master electrician” means any duly licensed person who possesses the necessary qualifications, training, and technical knowledge to plan, layout, and supervise the installation, maintenance, and extension of electrical conductors and equipment; and

(6) “State Electrical Apprenticeship Committee” means people designated by the Career Education and Workforce Development Board pursuant to Ark. Code Ann. § 17-28-314.

(c)(1) No person shall engage in work as an apprentice electrician unless first registered to do so by the Arkansas Department of Labor and Licensing, USDOL/OA, and OSD/OA.

(2)(A) The employer of an apprentice electrician must be a master electrician, licensed in the State of Arkansas, who signs an employer acceptance agreement with USDOL/OA to abide by the rules of apprenticeship.

(B) Apprentices of residential master electricians, as defined in Ark. Code Ann. §17-28-101(11), are exempted from this requirement but are limited to an apprenticeship term of two (2) years.

(3)(A) The information for apprentice electrician registration shall be on an application form supplied by the Arkansas Department of Labor and Licensing. The application form shall be completed before consideration by the Arkansas Department of Labor and Licensing, OSD/OA, and USDOL/OA.

(B) To establish a record of apprenticeship, every apprentice electrician shall, within thirty (30) days after employment, be registered with the Arkansas Department of Labor and Licensing, the local apprenticeship committee or program sponsor, OSD/OA, and USDOL/OA.

(C) It is the responsibility of the master electrician to ensure that the apprentice is licensed, enrolled in, and attending an apprenticeship program.

(D) The Board of Electrical Examiners of the State of Arkansas may take action against a master electrician for working an apprentice for over thirty (30) days without being so registered.

(4) The term of apprenticeship shall be a minimum of four (4) years consisting of eight (8) periods of one thousand (1,000) hours of practical work experience and eight (8) periods of seventy-two (72) hours of related classroom instruction in technical and supplemental subjects related to the trade or as approved by USDOL/OA. Classroom instruction time obtained through a pre-apprenticeship program may be considered as time counted towards completion of apprenticeship.

(5)(A) An apprentice who successfully completes the required apprenticeship term will be eligible to take the state journeyman electrician examination as administered by the Arkansas Department of Labor and Licensing.

(B) Upon completion of the apprenticeship, a notice will be sent to OSD/OA by the program sponsor informing it of the apprentice's completion.

(C) Upon verification of the completion, OSD-OA will provide the release to test to the program sponsor.

(D) Unless officially excused by the Arkansas Department of Labor and Licensing, each apprentice should apply with the Arkansas Department of Labor and Licensing for the journeyman electrician examination within sixty (60) days after completion of their apprenticeship.

(6)(A) An applicant must submit a request for experienced credit within sixty (60) days of the date of application. Requested credit must be substantiated through notarized records, affidavits, or other evidence.

(B) Work experience used as a basis for experienced credit must have a start and end date listed (to the present if the applicant's current job is being used) and the amount of on-the-job training hours obtained during that time frame should be listed.

(C) Work experience should be described with sufficient detail to provide a clear understanding of the work that was performed.

(D) If a license or registration was required in the state where the work was performed, a copy of the license or registration valid during the time period in question should be provided.

(E)(i) Time requested for experienced credit shall be evaluated by the local apprenticeship committee, if in existence, and approved the State Electrical Apprenticeship Committee.

(ii) In the absence of the local apprenticeship committee, requested time shall be evaluated by the State Electrical Apprenticeship Committee.

(F) The applicant may be required to take an examination to verify their knowledge about subjects for which experienced credit is requested.

(G) Experienced credit may be granted for related technical instruction where the applicant has attended an Arkansas Certified Pre-apprenticeship Program or college/vocational program approved by OSD/OA where the classes taken match with an apprenticeship program's related technical instruction

(7)(A) The apprentice shall enroll in and attend classes in related subjects at an apprenticeship program that is approved by USDOL/OA and OSD/OA.

(B) The approved occupation titled program is Electrician (Alternate Title: Interior Electrician) (0159) V1 time-based or other approved program. This program requires five hundred seventy-six (576) hours of related technical instruction.

(C) Apprentices shall take advantage of provided instruction in recognized apprenticeship classes during periods of temporary unemployment.

(D) Class attendance is mandatory, and failure to attend classes in related technical instruction may result in discipline up to and including termination of the apprenticeship agreement.

(E) Apprentices will attend classes on their own time. Class attendance shall not be considered as hours worked.

(F) The program sponsor shall not recognize any apprentice with whom they have not signed an apprenticeship agreement or who is not registered with the Arkansas Department of Labor and Licensing, USDOL/OA, and OSD/OA.

(d) The State Electrical Apprenticeship Committee shall:

(1) Assist and advise local apprenticeship committees;

(2) Evaluate local apprenticeship training programs for compliance with USDOL/OA, OSD/OA, and its own policies;

(3) Serve as an appeal board for apprentices, employers, and local apprenticeship committees. Any person may appeal directly to the State Electrical Apprenticeship Committee for review.

(4) Provide interpretations for training standards;

(5) Annually elect a chairperson, co-chairperson, and secretary who shall retain the power to vote in all matters before the committee;

(6) Hold meetings monthly if there are items requiring discussion or approval. The chairperson may call special meetings when necessary to hear appeals;

(7) Approve electrical curriculum eligible for reimbursement through the Construction Industry Craft Training Trust Fund; and

(8) Make final determinations on experienced credit requests.

(e) An electrical apprenticeship program sponsor shall:

(1) Review apprenticeship agreements between the employer and apprentice and submit those agreements to USDOL/OA and the Arkansas Department of Labor and Licensing;

(2) Ensure that all apprentices are duly registered with the Arkansas Department of Labor and Licensing within thirty (30) days of employment by a master electrician and registration by the program sponsor;

(3) Notify USDOL/OA, OSD/OA, and the Arkansas Department of Labor and Licensing of all actions affecting apprenticeship such as new hires, completions, suspensions, and cancellations within thirty (30) days of the action;

(4) Establish starting and stopping times for classroom instruction to ensure the completion of eight (8) periods of seventy-two (72) hours or as approved by USDOL/OA;

(5) If a program is found to be in violation of these rules, OSD/OA, in consultation with the State Electrical Apprenticeship Committee, shall contact the Arkansas Department of Labor and Licensing and request that the program's ability to register new apprentices, renew licenses, and have their apprentices approved to test be held until the program is in compliance;

(6)(A) Local apprenticeship committees shall hold semi-annual meetings. Special meetings may be called by the chairperson or by a petition of a majority of members; and

(B) Annually elect a chairperson and a secretary who shall retain the power to vote on all matters before the local apprenticeship committee.

(f)(1) Apprentice electricians shall be subject to a probationary period not to exceed one thousand (1,000) practical work experience hours.

(2) During the probationary period, the local apprenticeship committee, employer, or apprentice may request an annulment of the apprenticeship agreement without a formal hearing.

(3) Apprentices shall receive credit for time worked under the probationary period.

(i)(1) Should an apprentice fail to attend on-the-job training or related technical instruction, the local apprenticeship committee or program sponsor shall take the necessary disciplinary action.

(2) The local apprenticeship committee or program sponsor may cancel the apprenticeship agreement and remove an apprentice from the training program for failing to comply with the terms of the apprenticeship agreement or applicable standards.

(3)(A) Before taking any disciplinary action, the local apprenticeship committee or program sponsor shall notify the apprentice by certified mail that they should appear before the local apprenticeship committee at the designated date. The notice should specify the grounds for disciplinary action.

(B) If an apprentice fails to appear before the local apprenticeship committee after receiving due notice, disciplinary action may be invoked.

(C) In the absence of a local apprenticeship committee, the State Electrical Apprenticeship Committee shall function in its stead.

SECTION XI. Pre-Apprenticeship Programs

(a)(1) Pre-apprenticeship programs provide instruction and training to increase math, literacy, and other vocational skills needed to gain industry into a Registered Apprenticeship Program.

(2) Pre-apprenticeship programs are not registered with USDOL/OA and student participants are unpaid for the term of the program.

(b) The following entities are eligible to apply for state certification:

(1) Registered apprenticeship sponsors;

(2) Industry intermediaries and associations;

(3) Employers;

(4) Community colleges;

(5) Third-party training providers;

(6) Local workforce development boards; and

(7) Other entities, provided that all applicable requirements are met.

(c) An applicant must meet the following criteria to be considered for ARPAP certification:

(1) The proposed pre-apprenticeship training must be aligned with a RAP and agreed upon by the partnering employer, training provider, and RAP sponsor.

(2) An employer-partnership agreement executed between the partnering employer, pre-apprenticeship training providers, and Registered Apprenticeship Program sponsors must be presented with the application.

(3)(A) The partnering ARPAP employer shall provide pre-apprentices with workplace-exposure opportunities as a component of the pre-apprenticeship training experience.

(B) Workplace exposure can occur via presentations about the company, industry, or career pathways, as well as hands-on activities applicable to specific operations within the company.

(4) The partnering ARPAP employer shall agree to provide those participants who successfully complete an approved ARPAP with preferred consideration for acceptance into their RAP.

(d)(1)(A) OSD/OA shall receive and review all ARPAP applications.

(B) The Arkansas Apprenticeship Coordination Steering Committee will be notified of the final status for all ARPAP applications.

(2)(A) If an applicant fails to meet the requirements in subsection (c), OSD/OA will notify the applicant and provide an opportunity to remedy any deficiencies within a stated deadline.

(B) If the applicant fails to remedy the identified deficiencies within the specified deadline, the application will be denied.

(3) All successful ARPAP applicants are required to report to OSD/OA as specified in a memorandum of understanding issued by OSD/OA.

(e) State-approved ARPAP applications are eligible to receive funding from the Office of Skills Development to offset training costs associated with the program.

(f)(1) Those successfully completing the ARPAP will receive related technical instruction credit toward their designated RAP.

(2) The amount of credit received will be mutually agreed upon by participating sponsors and employers.

(g) It is recommended that successful ARPAP participants enter a RAP at a wage above those entering without comparable ARPAP experience.

(h) ARPAP participants shall provide all required reporting to the Office of Skills Development.

SECTION XII. Construction Industry Craft Training Trust Fund

(a)(1) OSD/OA, in collaboration with the Arkansas Apprenticeship Coordination Steering Committee, will make every effort to ensure the fair and equitable distribution of funds under this section.

(2)(A) Any disputes regarding the disbursement of funds under this section shall be addressed at the earliest regular meeting of the committee.

(B) The funding dispute shall be resolved by a majority decision of the committee.

(3) Applicants may apply for funds under this section through an application process decided upon by OSD/OA in consultation with the committee. Application forms may be received by contacting OSD/OA.

(b)(1) OSD/OA, in consultation with the committee, shall develop funding guidelines by August 1st for each fiscal year.

(2) Funding guidelines shall include the total funding amount, items eligible for reimbursement, and reimbursement percentages.

(c)(1) Program sponsors wishing to receive funding for training programs shall meet the following criteria:

(A) The program must be performing actual work in the State of Arkansas;

(B) The training must take place in the State of Arkansas or have OSD/OA and committee prior approval for out-of-state training; and

(C) The program is currently sponsoring a training, apprenticeship, or educational program approved by or registered with OSD/OA, USDOL/OA, or both.

(2)(A) If a program meets the above criteria, it will be judged on the appropriateness of its application, and grant awards will be made, in whole or in part, to programs recommended by the committee and approved by OSD/OA after OSD/OA has received the proof of payment for the items on the application.

(B) Any program may be rejected for cause.

(C) Grant awards shall be for specific training materials and activities. Program sponsors may apply as often as necessary to meet the demands for a trained workforce in Arkansas.

(d) Funding requests for equipment purchases shall provide the following information:

(1) A complete description of all pieces of equipment and, if the cost is over one thousand dollars (\$1,000), at least three (3) or more competitive bids and an explanation of why the selected piece of equipment was chosen;

(2) The current location of the equipment in question and the party responsible for its maintenance and upkeep. If the equipment ever changes locations, the program is required to inform OSD/OA as soon as possible of the new location.

(3) A copy of the bill of sale or paid invoice for the equipment, which OSD/OA shall include in its files for the grantee.

**~~RULES AND REGULATIONS
FOR
ARKANSAS' REGISTERED APPRENTICESHIP PROGRAMS~~**

**~~Pursuant to Act 684 of 1989;
Acts 546, 553 and 10 of 1991; and
as Amended by Act 830 of 1993, Act 140 of 2015, Act 1122 of 2015,
and Act 369 of 2019~~**

~~August 1, 2019~~

EXECUTIVE SUMMARY
RULES AND REGULATIONS FOR ARKANSAS' TRADITIONAL APPRENTICESHIP PROGRAMS

**Pursuant to Act 684 of 1989; Acts 546, 553, and 10 of 1991; and
as amended by Act 830 of 1993, Act 140 of 2015, Act 1122 of 2015,
and Act 369 of 2019**

- A. ~~Objectives of Apprenticeship Training: The objectives of apprenticeship training are to (1) help fill the country's industrial, commercial, and private sector needs for qualified, skilled craft persons; (2) teach and develop good work habits; (3) assure that skills are passed from one generation to the next; (4) provide a concurrent and or alternative to other educational programs for those high school graduates who want to enter the trade or technical fields; and (5) offer a training program in which an individual earns while learning.~~
- B. ~~General: Apprenticeship training is a method of training an individual in a skilled occupation through a combination of on-the-job training and related classroom instruction. Both on-the-job training and related classroom instruction are required to produce a skilled worker. Apprenticeship develops a most valuable asset - development of a skilled and knowledgeable workforce in which the people have made an investment through the educational system. Less tax support is required for apprentice training programs because of the contributions of segments of the industry employing the apprentices. Because the apprentices are working students, they are taxpayers. In many cases apprentices contribute more money to the tax system than the cost to the system of their education. The self-sufficient apprentice working toward greater employability makes a better citizen. The public is assured of a higher quality of workmanship in the products they use or consume. The apprentices are potential business and community leaders of the future as well as stable workers and citizens.~~
- C. ~~Eligibility for Apprenticeship: Applicants must be citizens of the United States or legally qualified to work if they are not citizens. There can be no discrimination among qualified applicants because of race, creed, color, sex or national origin. Minimum age and education requirements are established by the individual training committees. Normally the minimum age will vary from 16 to 18. In most cases a high school education is required. Usually the required education equivalency may be established through the General Education Development Certificate. Various other qualifications are established by each training committee to meet the needs of its particular craft. Under no circumstances will the apprenticeship system discourage any person from completing a high school education in order to enter an apprenticeship program.~~
- D. ~~The Apprenticeship Committee: Apprenticeship training programs are normally conducted by a sponsor or sponsors through a training committee. These committees also are known as Local Apprenticeship Committees. If there is more than one sponsor, each is represented equally on the committee. If management~~

and labor co-sponsor a program, each is equally represented and the committee is called a Joint Training Committee or Joint Apprenticeship Committee. The apprenticeship committee is an autonomous local group which provides for the orderly operation of the apprentice training program for a particular craft or technical area. Each trade or craft will have its own committee.

- E. ~~Instructors: Related classroom instructors are selected/recommended to the local education agency by the training committee. Instructors should have a high school education or establish, through a general education development test, that they have the equivalent of such education. Five years of experience may be required in the appropriate trade or technical area with at least two of these years as a journeyman. The instructors are encouraged to continue their own education through available means. For teaching such subjects as craft-related mathematics and blueprint reading, persons other than the journeyman are considered; teachers with the ability to relate subject matter to job conditions may be used for these subjects with the approval of the local education agency.~~
- F. ~~Monitoring and Evaluation: After establishing a program, one of the prime concerns of the committee is the monitoring and evaluation of the training. This is a responsibility of the Local Apprenticeship Committee, U.S. Department of Labor, Office of Apprenticeship (USDOL/OA), and the State Apprenticeship Office (SAO) of the Arkansas Department of Commerce, Office of Skills Development, through which funds are provided. It provides a means of determining the effectiveness of the instructors and of the training program. Monitoring of classes begins immediately where new instructors are involved. This is advantageous to the Local Apprenticeship Committee in determining where deficiencies may exist. To determine whether or not the training program is accomplishing its purpose, the Local Apprenticeship Committee relies on employee reports and testing of students in the classroom. Changes are incorporated where needed. Evaluations are made less often in older programs or those with experienced instructors. The requirements will vary among trades and technical committees, with each committee determining its own needs.~~
- G. ~~Funding: Act 10 of 1991 allows eligible recipients (program sponsors) to submit applications for funds to improve apprenticeship related classroom instruction. All application amounts will be developed on the basis of the current contact hour rate not to exceed a maximum contact hour rate established by the Arkansas Apprenticeship Coordination Steering Committee (AACSC). Depending on the number of programs, the current contact hour rate of funding may be less than the maximum rate established. The AACSC in consultation with the State Apprenticeship Office, the Department of Commerce, Office of Skills Development, shall establish the current contact hour rates. Normally, programs will be funded up to a maximum of 160 hours of instruction per instructor.~~

~~Pursuant to Act 684 of 1989, a public school district and a state postsecondary/higher education institution may receive an administrative fee to cover the costs of processing the records of the apprentice which shall not exceed~~

~~\$25 per apprentice per school year. No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc. The AACSC may require an independent audit (to be paid for by the program) of any program.~~

~~H. Application: Every application must address each of the requirements of the application. The State Apprenticeship Office reserves the right to reject any and all applications that address only part of the requirements contained in the application. It should be clearly understood that an approved application will not necessarily receive the requested amount if a lesser amount is determined to be appropriate.~~

~~One application with original signatures must be submitted. Applications sent by mail should be addressed to:~~

~~State Apprenticeship Office
Arkansas Department of Commerce, Office of Skills Development
#3 Capitol Mall
Little Rock, AR 72201-1083~~

~~Hand delivered applications will be accepted at the above address daily between 8 a.m. and 4 p.m., except Saturdays, Sundays, and holidays. In establishing the time and date of receipt, the State Apprenticeship Office will rely solely on the date stamp of the State Apprenticeship Office, Arkansas Department of Commerce, Office of Skills Development.~~

~~I. Program Starting and Ending Dates: The local program sponsor may determine the need for providing apprenticeship programs at various times during the year. Therefore an application may be submitted at any time. However, the application will be reviewed and approved/disapproved at selected times. Due to the limits on program improvement funds and the need to use these funds efficiently, the AACSC will establish deadline dates each year.~~

~~J. Registered Apprentices and Programs: All apprentices and apprenticeship programs must be registered with the USDOL/OA. Requests for appeals to the approval and/or funding process should be addressed to:~~

~~Director
Department of Commerce, Office of Skills Development
#3 Capitol Mall
Little Rock, AR 72201-1083
Telephone: 501-682-1500~~

~~K. Inquiries: Inquiries concerning the apprenticeship programs, improvements funds, services, and activities should be directed to the SAO, telephone 501-682-1360 or FAX 501-682-1355.~~

**RULES AND REGULATIONS
FOR
ARKANSAS' REGISTERED APPRENTICESHIP PROGRAMS
Pursuant to Act 684 of 1989; Acts 546, 553, and 10 of 1991; and
as amended by Act 830 of 1993, Act 140 of 2015, Act 1122 of 2015,
and Act 369 of 2019**

SECTION I. AUTHORITY

The following rules and regulations are duly adopted and promulgated by the Career Education and Workforce Development Board pursuant to the authority expressly conferred by the laws of the State of Arkansas in Act 684 of 1989, and Acts 546, 553, and 10 of 1991 and as amended by Act 830 of 1993, Act 140 of 2015, Act 1122 of 2015, and Act 369 of 2019. The Career Education and Workforce Development Board may exercise such powers as are necessary to carry out the provisions of these Acts and the associated rules and regulations.

SECTION II. DEFINITIONS

APPRENTICE: An APPRENTICE is an individual enrolled in an apprenticeship training program that is registered by the USDOL/OA, working at their chosen occupation, who has a signed indenture agreement on file with OA and, when working in an occupation where a license is required, has been issued such a license.

APPRENTICE COORDINATOR: An APPRENTICE COORDINATOR is the person designated by the program sponsor to be the primary contact person for the program and to coordinate the program.

APPRENTICESHIP TRAINING PROGRAM: An APPRENTICESHIP TRAINING PROGRAM is a training program that provides on-the-job training, preparatory instruction, supplementary instruction, or related instruction in a trade that has been registered/certified as an apprenticeable occupation by the USDOL/OA.

ARKANSAS APPRENTICESHIP COORDINATION STEERING COMMITTEE (AACSC): The AACSC is a committee appointed by the Governor of the State of Arkansas who represent bargaining agents, employers, minorities and female workforce, the general public, and educators whose purpose is to oversee the operation and funding of apprentice training programs in the State of Arkansas.

APPRENTICEABLE OCCUPATION: An APPRENTICEABLE OCCUPATION is an occupation recognized by the USDOL/OA and throughout an industry as a skilled occupation learned through structured on-the-job training requiring at least 2,000 hours of per year supplemented by related instruction requiring at least 144 hours per year or as approved by USDOL/OA.

APPRENTICESHIP: APPRENTICESHIP is a learning approach that enables an individual to become a qualified professional in a skilled occupation. This training consists of on-the-job training with job related (off-the-job) instruction.

APPRENTICESHIP STANDARDS: APPRENTICESHIP STANDARDS are the rules and regulations that the sponsor registers with the USDOL/OA that describes the way in which an apprenticeship training program will be conducted.

OA: OA stands for the Office of Apprenticeship of the United States Department of Labor.

CONTACT HOUR: A CONTACT HOUR is a block of contact time of 60 minutes during which an apprentice receives instruction in a supervised classroom or laboratory environment. State funding can be requested in 15-minute increments

INDENTURE AGREEMENT: An INDENTURE AGREEMENT is a signed agreement between the apprentice and the sponsoring entity, person or firm. This agreement includes the basic standard rules and regulations of the particular program and are registered (filed) with the USDOL/OA.

JOURNEYMAN: A JOURNEYMAN is an individual who has (if required) completed an apprenticeship training program and been released from their indenture agreement, has been recognized by their peers as having attained journeyman status, has by examination or other proof of competence demonstrated their ability to perform work as a journeyman, or when working in an occupation requiring a journeyman license has been issued such a license.

LOCAL EDUCATION AGENCY (LEA): The LEA is a public community college, technical college, secondary or post-secondary vocational-technical school, technical institute, university, life-long learning center, adult education center, area vocational center, or a public school system that has an assigned "LEA Number" recognized or accepted by the Arkansas Department of Education and the Department of Commerce, Office of Skills Development.

ON-THE-JOB TRAINING (OJT): Each apprentice must receive on-the-job training and related instruction concurrently. On-the-job training is defined as work performed at a job or work site that relates to the classroom training received by the apprentice or trainee. This training should reinforce the theoretical or classroom skills gained in the classroom and requires proper and direct supervision at all times.

PREPARATORY INSTRUCTION: PREPARATORY INSTRUCTION is a course of instruction lasting six months or less that teaches the basic skills required for an individual to enter the workforce.

PROGRAM SPONSOR: The PROGRAM SPONSOR is any person or organization operating a registered apprenticeship program. The person or organization may be either an employer or a representative of the apprentice.

RELATED INSTRUCTION: ~~RELATED INSTRUCTION is organized, off-the-job instruction in subjects required for the completion of an apprenticeship program for a particular apprenticeable occupation. The instruction is designed to enhance both theoretical and applied skills. The related instruction is documented by appropriate written and/or performance tests.~~

SUPERVISION: ~~The on-the-job training must be under the supervision of a journeyman or master.~~

SUPPLEMENTARY INSTRUCTION: ~~SUPPLEMENTARY INSTRUCTION is a course of instruction that is designed to provide new skills or upgrade the current skills of fully-qualified person in an apprentice occupation.~~

SECTION III. QUALIFICATIONS

A. APPRENTICE

- ~~1. The Local Apprenticeship Committee must adhere to the USDOL/OA Standards of Apprenticeship in the selection of apprentices.~~

B. INSTRUCTOR

~~The related training instructors are selected and recommended by the Local Apprenticeship Committee. Program sponsors will set the minimum requirements or criteria for trainers, teachers, or instructors in their training programs. Instructors should have a high school education or be able to establish, through a general education development test, that they have the equivalent of such education. Five years of experience may be required in the appropriate trade or technical area with at least two of these years as a journeyman. The instructors are encouraged to continue their own education through available means. For teaching such subjects as craft-related mathematics and blueprint reading, persons other than journeymen are considered; teachers with the ability to relate subject matter to job conditions may be used for these subjects.~~

SECTION IV. APPLICATIONS AND TERM OF APPRENTICESHIP REGISTRATION

~~All apprentices shall be placed under a written apprenticeship agreement between the employer and the apprentice. Each agreement shall be registered by the USDOL/OA. The term of apprenticeship shall be consistent with training requirements established by USDOL/OA approved standards.~~

SECTION V. PROBATIONARY PERIOD

~~A probationary period reasonable in relation to the apprenticeship term, with full credit for such time toward completion of apprenticeship will be established. The apprenticeship agreement may be terminated at the request of either party to the agreement. After the probationary period, the agreement may be canceled only~~

~~after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.~~

~~SECTION VI. WORKING CONDITIONS AND SAFETY~~

~~The working conditions and safety afforded an apprentice shall be the same as that of a journeyman in the trade or technical area.~~

~~SECTION VII. RELATED INSTRUCTION~~

~~The apprentice will be required to attend classes of related theoretical instruction. A minimum of 144 hours per year or as mandated in the standards of apprenticeship. Safety instruction will be included as part of the curriculum provided in the classroom or other organized courses of related instruction. School attendance shall not be considered as hours worked. In accordance with Apprenticeship Standards, an employer may or may not pay apprenticeship wages for related instruction time. Written documentation of the training consisting of time or attendance sheets, student sign-in sheets, or other documentation as approved by the SAO and/or the AACSC will be kept on file by the program sponsor for a period of not less than five (5) years.~~

~~SECTION VIII. APPRENTICESHIP AGREEMENT~~

~~The Apprentice shall be required to sign an apprenticeship agreement, which shall also be signed by an employer and by the Local Apprenticeship Committee. Every apprentice entering into an apprenticeship agreement shall be given the opportunity of reviewing the standards. The following parties should receive a copy of the completed apprenticeship agreement:~~

- ~~A. The Apprentice~~
- ~~B. The Local Apprenticeship Committee~~
- ~~C. The Employer~~

~~—The following agency must receive a copy of the agreement:~~

- ~~• USDOL/OA.~~

~~SECTION IX. THE ARKANSAS APPRENTICESHIP COORDINATION STEERING COMMITTEE (AACSC)~~

~~To conduct business associated with apprenticeship training, the AACSC will be reimbursed travel as per State travel regulations in effect at the time the expense was incurred to attend official scheduled meetings as well as a stipend approved by the State of Arkansas~~

SECTION X. ~~DUTIES OF THE LOCAL APPRENTICESHIP COMMITTEE~~

The Local Apprenticeship Committee shall adhere to their USDOL/OA Standards of Apprenticeship:

- ~~A. Establish standards and goals for preparatory instruction, supplementary instruction, and related instruction for apprentices in the program;~~
- ~~B. Establish, distribute, and enforce rules governing on-the-job training and other instruction for apprentices in the program;~~
- ~~C. Plan and organize instructional materials designed to provide technical and theoretical knowledge and basic skills required by apprentices in the program;~~
- ~~D. Select/Recommend qualified instructors for the program;~~
- ~~E. Monitor and evaluate the performance and progress of each apprentice in the program and the program as a whole;~~
- ~~F. Establish a selection process that is fair and unbiased, interview candidates, and select those most qualified for entrance into the program;~~
- ~~G. Provide a system for the keeping of records of the on-the-job training, classroom instruction and testing, and the progress of each apprentice;~~
- ~~H. Encourage instructors to maintain recommended qualifications; and~~
- ~~I. Perform any other duties which, in the opinion of the Local Apprenticeship Committee, promote the goals of individual apprentices and of the program as a whole.~~

SECTION XI. ~~GUIDELINES ON HOW THE SPONSOR INITIATES AN APPRENTICESHIP PROGRAM~~

An apprenticeship program must be managed by the apprenticeship sponsor. The sponsor may subcontract the management of their program to an LEA for any of the services listed below. The USDOL/OA Standards of Apprenticeship must be followed. The sponsor's responsibilities include:

~~Establishing the administrative policies governing on-the-job training and other instruction for apprentices in the program;~~

~~Establishing standards and goals for preparatory, supplemental and related instruction for apprentices enrolled in the program;~~

~~Planning and organizing instructional materials designed to provide the job related instruction to enable the apprentices to demonstrate knowledge and skill~~

~~competencies for job-related subjects;~~

~~Selecting/Recommending qualified instructors for the program;~~

~~Interviewing applicants and selecting those most qualified for entrance into the apprenticeship program.~~

~~Monitoring and evaluating the performance and progress of each apprentice in the program and the program as a whole;~~

~~Providing for the maintenance of records for each apprentice of their on-the-job training and progress through the related instruction;~~

~~Ensuring that the instructors maintain recommended qualifications.~~

~~Providing for continual improvement of the program; and~~

~~Ensuring that an appropriate Affirmative Action Plan is in place.~~

~~Upon Completion of the steps listed above, the following results will have been obtained:~~

~~The sponsor will have a program certified and registered by the OA.~~

~~The sponsor will have a designated apprentice coordinator.~~

~~The sponsor will have OA registered apprentices.~~

~~SECTION XII. PROCEDURES FOR START-UP OF TRADITIONAL APPRENTICESHIP TRAINING~~

~~A. PROCEDURES FOR APPLICATION:~~

- ~~1. The sponsors will be eligible to apply for apprenticeship funds based on the number of contact hours of related instruction: 160 hours X authorized number of instructors X established rate per hour.~~
- ~~2. The SAO will send a letter along with appropriate forms (Application Packet) following the regularly scheduled AACSC meeting of each year requesting preliminary contact hours and other information to LEAs/program sponsors.~~
- ~~3. No later than the established deadline date, the LEA/sponsor will send their Annual Application Forms to the SAO for the contract period.~~
- ~~4. NOTE: The application with original signatures must be submitted to the SAO. Hand-delivered applications will be accepted between 8 a.m. and 4 p.m., excepting Saturdays, Sundays, and holidays. The date stamp of the~~

~~Apprenticeship Office will be used to establish the time of receipt.~~

- ~~5. The SAO in consultation with the AACSC will notify LEA's/sponsors of the contact hour rate based on these estimates.~~

~~Programs will be reimbursed at the current contact hour rate in effect at the time the programs are approved for funding by the AACSC. (The current contact hour rate will never exceed a maximum contact hour rate established by the AACSC. Depending on the number of programs and apprentices, the current contact hour rate of funding may be less than the maximum rate established. The AACSC in consultation with the SAO, Arkansas Department of Commerce, Office of Skills Development shall establish the current contact hour rate.)~~

~~NOTE: No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.~~

- ~~6. The AACSC in coordination with the SAO will review/approve/disapprove all funding requests that are associated with each Class Organization Report (i.e. each Apprenticeship Training Program).~~
- ~~7. Each LEA/sponsor must submit the Attendance/Contract Hour Report (Form WE-APP-237) and the Reimbursement Request form (Form WE-App-236) showing actual student attendance~~
- ~~8. NOTE: The LEA may elect to charge and receive an administrative fee to cover the costs of processing the records of the apprentice and reimbursement requests of the program sponsor. Pursuant to Act 684 of 1989, a public school district and a state postsecondary or higher education institution may charge an administration fee, not to exceed \$25 per apprentice per school year.~~

SECTION XIII. FUNDING AND OTHER INFORMATION

A. RESPONSIBILITIES AND ACTIONS

- ~~1. To ensure that all citizens of Arkansas have an equal opportunity to benefit from the apprenticeship training programs, the Department of Commerce, Office of Skills Development shall make every reasonable effort to give statewide notification to potential program sponsors the following information:~~
 - ~~a. The amount of funds that will be available to support apprenticeship training programs during the current and following fiscal years, and~~
 - ~~b. Other Information recommended by the AACSC and approved by the Arkansas Department of Commerce, Office of Skills Development.~~

~~NOTE: The method of providing the above information will be recommended by the AACSC.~~

- ~~2. On the recommendation and/or coordination with the AACSC, the Arkansas Department of Commerce, Office of Skills Development/State Apprenticeship Office has the responsibility to:
 - ~~a. Adopt formulas and administrative procedures to be used in requesting appropriations of state funds as a budgetary line item for the apprenticeship system.~~~~

~~NOTE: This does not include retroactive reimbursement prior to January 1. Claims for class attendance reimbursement cannot be approved for classes conducted before the Annual Application Form (WE-APP-242) is approved.~~

~~NOTE: The percentage of funds appropriated for apprenticeship instruction programs shall be established by the formulas adopted on the recommendation of the AACSC.~~

- ~~3. No funds shall be distributed to an LEA or a program sponsor until the LEA or sponsor has filed all reports required by the AACSC and the Arkansas Department of Commerce, Office of Skills Development.~~
- ~~4. After all paper work and reimbursement requests have been submitted, programs should allow one month for processing.~~
- ~~5. Annual funding for a program will be limited to a maximum of one hundred and sixty hours unless otherwise approved by the AACSC.~~
- ~~6. Each instructor should have no more than 25 apprentices per class.~~
- ~~7. A program may be co-sponsored by an LEA (public school, post-secondary vocational-technical school, technical institute, technical college, community college, or four-year institution of higher education. See "definitions") pursuant to a contract between the district or institution and a Local Apprenticeship Committee and/or sponsor.~~
- ~~8. Pursuant to Act 684 of 1989, a public school district, a state post-secondary/higher education institution may receive an administrative fee to cover the costs of processing the records of the apprentice which shall not exceed \$25 per apprentice per school year.~~
- ~~9. No more than 15% of the state funds may be used by the program sponsor or administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.~~

~~D. USAGE OF FUNDS~~

- ~~1. Payroll costs: May include salaries and fringe benefits for supervisors, a secretary, a clerk and instructors. (Fringe benefits must be in compliance with local policies.) No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.~~
- ~~2. Purchased and contracted services: May include rental of instructional space; detailed information is required. Consulting fees are not eligible expenses.~~
- ~~3. Supplies and instructional materials: May include items necessary for the, instructional process, such as paper, pencils, workbooks, and consumable construction and industrial materials consumed or used by the apprentice; also, supplies needed to properly administer the program.~~
- ~~4. Other operations expense which may be considered: Funds may be utilized by apprenticeship instructor(s) for travel to and from related instruction inservice or workshops provided by the Arkansas Department of Commerce, Office of Skills Development or the sponsor.~~

~~SECTION XIV. GUIDELINES FOR ADMINISTERING AN APPRENTICESHIP PROGRAM~~

~~A. GENERAL GUIDELINES:~~ In general, the instruction should:

~~Reflect the current skill of the occupation for which the apprentice is learning to become competent;~~

~~Periodically be up-dated to reflect the changing skills of the occupation;
Be for the occupation for which the apprentice is registered;~~

~~Simulate the job environment as much as possible; and~~

~~Be of sufficient duration and depth to ensure that the apprentice is able to become fully qualified to perform the tasks of their chosen occupation.~~

~~B. SPECIFIC GUIDELINES:~~ The guidelines listed below are more specific and are intended to standardize the administration of the instruction.

~~The time an apprentice spends in instruction should correspond with the time of their apprenticeship.~~

~~The instruction should provide off the job skills development.~~

~~The instruction is generally made available through unit classes organized by occupation, group study in which two or more occupations are represented in~~

~~the class, and/or in-house courses.~~

~~The approval to issue credit for previous work experience is the responsibility of the program sponsor.~~

~~**C. INSTRUCTION:** Apprenticeship instruction programs provide the necessary off-the-job learning experiences that help the apprentice become qualified in their chosen apprenticeable occupation. Programs are organized for apprentices by the program sponsor using several formats. The format selection depends on:~~

~~The number of apprentices in the occupations,
The needs of the program sponsors, and
The availability of classroom and laboratory facilities.~~

~~**D. CORRESPONDENCE COURSE:** Since there are no contact hours associated with correspondence courses, they do not meet the criteria for state funding.~~

~~**SECTION XV. APPEALS**~~

~~Any appeals concerning the above regulations and/or process for Implementing should be addressed to:~~

~~Director
Arkansas Department of Commerce, Office of Skills Development
#3 Capitol Mall
Little Rock, AR 72201 — 1083~~

~~RULES AND REGULATIONS~~

FOR

~~PLUMBING APPRENTICESHIP PROGRAMS~~

~~Pursuant to ACT 412 of 1991 & ACT 140 of 2015 & ACT 971 of 2017~~

~~September 15, 2017~~

~~RULES AND REGULATIONS~~

FOR

PLUMBING APPRENTICESHIP PROGRAMS

Pursuant to ~~Act 412 of 1991 & ACT 140 of 2015 & ACT 971 of 2017~~

SECTION I. ~~AUTHORITY~~

~~The following regulations are duly adopted and promulgated by the Career Education and Workforce Development Board pursuant to the authority expressly conferred by the laws of the State of Arkansas in Act 200 of 1951 as amended, Act 96 of 1913 as amended, and Act 412 of 1991 as amended. The Arkansas Department of Career Education may exercise such powers as are reasonably necessary to carry out the provisions of Act 200 of 1951 as amended Act 96 of 1913 as amended, Act 768 of 1987, Act 412 of 1991 and ACT 140 of 2015 and ACT 971 of 2017 as amended.~~

SECTION II. ~~PURPOSE~~

~~The purpose of these rules and regulations is to transfer the authority of the apprentice plumber program from the Arkansas Department of Health to the Arkansas Department of Career Education. The content of these rules and regulations are basically the same as those rules and regulations pursuant to Act 768 of 1987.~~

SECTION III ~~DEFINITIONS~~

- ~~(a) The Board means the Career Education and Workforce Development Board.~~
- ~~(b) The Department means the Arkansas Department of Career Education.~~
- ~~(c) Arkansas State Committee of Plumbing Examiners means people designated by the Board of Health to determine the eligibility of applications for various types of plumbing and gas licenses in accordance with Act 200 of 1951 as amended.~~
- ~~(d) Employer means any master plumber representing himself or a company that performs plumbing work in the state of Arkansas.~~
- ~~(e) Apprentice plumber means a person other than a master or journeyman plumber as provided in these regulations of apprenticeship at least sixteen (16) years of age and covered by the required apprenticeship agreements.~~
- ~~(f) Apprenticeship agreement means a written agreement as provided by USDOL/OA and the Department of Health/Plumbing and Natural Gas section signed by the apprentice and (if the apprentice is a minor) the parent or guardian, the local apprenticeship committee and the participating company.~~
- ~~(g) USDOL/OA means the United States Department of Labor, Office of Apprenticeship.~~
- ~~(h) State Plumbing Apprenticeship Committee means people designated by the Board to assist in carrying out the provisions of Act 412 of 1991 as amended.~~
- ~~(i) Local apprenticeship committee means a group composed of master and/or journeyman plumbers who are licensed as prescribed by law to carry out the provision of Act 412 of 1991 as amended.~~

- ~~(j) — Master plumber means any person licensed as prescribed by law skilled in the planning, superintending, and the practical installation of plumbing, and who is familiar with Act 412 Of 1991 and Act 200 of 1951 as amended.~~
- ~~(k) — Journeyman plumber means any person licensed as prescribed by law, other than a master or apprentice plumber, who is engaged in the practical installation of plumbing.~~
- ~~(l) — Local plumbing inspector means the individual authorized by the Department of Health to enforce the provisions of Act 200 of 1951 as amended and Act 412 of 1991 as amended.~~
- ~~(m) — Laborer means any person engaged in trenching, transporting supplies, demolition, etc., whose primary function is physical in nature.~~
- ~~(n) — Credit time means previous out of state work experience under the supervision of a master plumber in the plumbing trade equivalent to the educational requirements set forth by these regulations or in-state work after 1984 while registered with the Department of Health and USDOL/OA as required by Act 412 Of 1991 as amended.~~
- ~~(o) — Final year of apprenticeship" means when an apprentice plumber has obtained four hundred eighty (480) hours or more of classroom instruction and completed six thousand (6,000) or more hours of on-the-job work in an approved United States Department of Labor apprenticeship program.~~

SECTION IV. — QUALIFICATIONS

~~The Local Apprenticeship Committee must adhere to their USDOL/OA Standards of Apprenticeship in the selection of apprentices.~~

SECTION V. — APPLICATIONS AND TERMS OF APPRENTICESHIP REGISTRATION

- ~~(A) — No person shall engage in work as an apprentice plumber as defined in Act 412 of 1991 as amended unless first registered to do so by the Department of Health, Plumbing and Natural Gas Section and USDOL/OA.~~
- ~~(b) — Information for apprentice plumber registration shall be on an application form supplied by the Department of Health and the application form shall be filled out completely before consideration by the local apprenticeship committee.~~
- ~~(c) — To establish a record of apprenticeship, every apprentice plumber shall within thirty (30) days after employment be registered with the local apprenticeship committee, the Department of Health, and USDOL/OA. It is the responsibility of the master plumber to require apprentices to register with the local apprenticeship committee. The Arkansas State Committee of Plumbing Examiners may take action against a master plumber for working an apprentice for over thirty (30) days without being so registered. In the absence of an established local apprenticeship committee, an apprentice shall register directly with the State Plumbing Apprenticeship Committee, USDOL/OA, and the Department of Health.~~
- ~~(d) — All holders of an apprentice license issued under the provisions of this regulation may apply for renewal annually within thirty (30) days after the expiration date of the license. The Department of Health may not renew a license after the thirty (30) day period providing there is sufficient reason for not renewing such license in the time specified and upon payment of penalties as prescribed by regulations.~~
- ~~(e) — **EXPERIENCE CREDIT:** The applicant must submit a request for experience credit within a sixty~~

~~(60) day period of time from the date of application, furnish **notarized** records, affidavits, or bona fide evidence as may be required to substantiate the requested time. Please show all work experience present and past that you wish considered for work experience credit. The work experience must have a start date and end date (to present if current job) so work experience time can be calculated. The description of work experience should be sufficiently detailed to provide a clear understanding of work being performed. This time shall be evaluated by the local apprenticeship committee, if in existence, and approved by the State Plumbing Apprenticeship Committee. In the absence of the local committee, credit time shall be evaluated and may be granted by the State Plumbing Apprenticeship Committee. The applicant may be required to take an examination to determine credit time requested. Experience credit will only be granted for documented out of state work, for in state work while duly registered as required by these rules and regulations, or work done prior to 1984. Experience credit, when approved will be granted for both classroom and on the job hours.~~

- ~~(f) — The term of apprenticeship shall be a minimum of four (4) years or equal consisting of eight (8) periods of one thousand (1,000) hours of practical work experience and eight (8) periods of 80 hours each running concurrently of related classroom instruction in technical and supplemental subjects related to the trade or as approved by USDOL/OA. When an apprentice successfully completes the required term of apprenticeship, he/she will be eligible to take the state journeyman plumbers examination as administered by the Arkansas Department of Health / Plumbing and Natural Gas Section. The Arkansas Department of Health / Plumbing and Natural Gas Section will notify the State Apprenticeship Office of the test results (pass/fail). The apprentice must pass the state examination before being released from their indenture agreement by the local committee. If the apprentice does not pass the exam by January 1, the apprentice must report to the school to receive license renewal and may be charged a fee from the school.~~

~~SECTION VI. — RATIO OF APPRENTICES TO MASTER AND JOURNEYMAN~~

~~The following maximum ratio amount of master and journeyman plumbers to apprentice plumbers shall be allowed on each and every job. One (1) master plumber or journeyman plumber may supervise up to three (3) apprentice plumbers on a single plumbing job. Apprentices will be under the supervision of a master or journeyman licensed plumber at all times. Compliance with the U S Department of Labor Office of Apprenticeship registered Standards of Apprenticeship must be followed.~~

~~SECTION VII. — SUPERVISION OF APPRENTICES~~

- ~~(a) — The supervising master or journeyman plumber shall remain within reasonable proximity of the apprentice plumber while work is being done.~~
- ~~(b) — The proximity of the supervising plumber to the apprentice plumber is reasonable if:~~
- ~~• — The job site is a single family residence or a project that does not require a contractor's license, and the supervising plumber is within sight of the apprentice plumber, or at the same street address, adjacent to or adjoining street address, or same geographical subdivision at which the apprentice plumber is working.~~
 - ~~• — The job site is not a single family residence, requiring a contractor's license, and the supervising plumber is within the line of sight of the apprentice plumber or the supervising plumber is within two hundred fifty (250) yards of the apprentice plumber or the supervising plumber and apprentice plumber are within the property boundaries of the job site.~~

- ~~• An apprentice plumber who is in his or her final year of an apprenticeship may engage in plumbing without the direct supervision of a master plumber or journeyman plumber if he or she is working under the indirect supervision of a master plumber or journeyman plumber.~~
- ~~• As used in this section, "indirect supervision" means that an apprentice plumber is able to contact a master plumber or journeyman plumber for direction or advice, but the master plumber or journeyman plumber does not have to meet the reasonable proximity requirements under subdivision and of this section.~~
- ~~• An apprentice plumber who is in his or her final year of apprenticeship may contact a master plumber or journeyman plumber in person or by telephone call, text message, electronic mail, or other similar form of communication.~~
- ~~• An apprentice plumber who is in his or her final year of apprenticeship shall possess and be capable of providing to an inspector a valid and unexpired identification card issued by the local apprenticeship committee that indicates the apprentice is in his or her final year of apprenticeship.~~

~~(c) Compliance with the U S Department of Labor Office of Apprenticeship registered Standards of Apprenticeship must be followed.~~

~~SECTION VIII. PROBATIONARY PERIOD~~

~~Apprentices shall be subject to a probationary period not to exceed one thousand practical work experience hours (one period). During this probationary period, the local apprenticeship committee or employer may request annulment of the apprenticeship without the formality of a hearing. Credit time will be granted for time served under the probationary period.~~

~~SECTION IX. HOURS OF WORK AND CONDITIONS AND SAFETY~~

~~The hours of work and working conditions for apprentices shall be the same as for journeyman. The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either and occupational safety and health standards promulgates by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be equal or exceeding the federal standards.~~

~~SECTION X. RELATED CLASSROOM INSTRUCTION~~

~~The apprentice shall enroll and attend classes in related subjects at a school or other shop training facility approved by the State Apprenticeship Office for not less than 160 hours or as approved by USDOL/OA per year. The apprentices shall also take advantage of provided instruction in recognized apprentice classes during periods of temporary unemployment. School attendance in all cases shall be obligatory; failure to attend these classes in related instruction may cause the apprentice to be disciplined or his apprenticeship agreement annulled. Apprentices are to attend school on their own time, and such school attendance shall not be considered as hours worked. The local apprenticeship committee shall not recognize any apprentice with whom they have not signed an apprenticeship agreement or who is not registered with the Department of Health and USDOL/OA.~~

~~SECTION XI. CONTINUITY OF EMPLOYMENT~~

- (a) ~~The master plumber who sponsors the apprentice, is obligated to actually employ the apprentice, and shall use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed on the job.~~
- (b) ~~It shall be the duty of the master plumber who is responsible for the registration of an apprentice to notify in writing the local apprenticeship committee when an apprentice is no longer employed.~~

SECTION XII. ~~APPRENTICESHIP AGREEMENT~~

~~The apprentice, and if a minor, parent or guardian, shall be required to sign an apprenticeship agreement with the Department of Health and USDOL/OA.~~

SECTION XIII. ~~PROCEDURES FOR DISCIPLINARY ACTION~~

- (a) ~~An apprentice shall make every effort to complete training in accordance with the standards and policies established by this regulation. An apprentice who is absent from related instruction class sessions, unless officially excused, shall satisfactorily complete all classroom work missed before being advanced to the next period of training. In case of failure of an apprentice to fulfill the obligation regarding classroom or on the job training without due cause, the local apprenticeship committee shall take the necessary disciplinary action to ensure that the obligation is met.~~
- (b) ~~The local apprenticeship committee may cancel the apprenticeship agreement, and remove for cause an apprentice from the training program at any time for failure to comply with the apprenticeship agreement, or with registered standards.~~
- (c) ~~Before invoking any disciplinary action, the local apprenticeship committee must notify an apprentice by certified mail to appear before the local apprenticeship committee. If an apprentice fails to appear before the local apprenticeship committee after due notice, disciplinary action may be invoked in accordance with the Local Apprenticeship standards. In the absence of a local apprenticeship committee, the State Plumbing Apprenticeship Committee shall function in their stead.~~
- (d) ~~The State Plumbing Apprenticeship Committee serves as the appeal board for the local apprenticeship committee and on training standards interpretations. Any person or firm may appeal directly to the State Plumbing Apprenticeship Committee for review.~~

SECTION XIV. ~~SCHEDULE OF WORK EXPERIENCE~~

- (a) ~~The following schedule of work experience is set forth in approximate hours. The work experience need not be in the precise order listed nor need the hours be continuous in any experience category.~~
- (b) ~~All work done by apprentices as prescribed training shall conform in every respect with the requirements of the state and local plumbing codes.~~
 - (1) ~~Installation of piping for water, soil sewage, vent and leader lines..... 1000 hrs.~~
 - (2) ~~Installation of piping for hot and cold water for domestic purposes..... 1000 hrs.~~
 - (3) ~~Installation and sizing of gas utilization piping systems, 800 hrs.
combustion of natural gas, sizing combustion air openings,
venting of gas burning appliances (atmosphere and fan-assisted.)~~

(4) Assembly in positioning and connecting of fixtures and appliance used in domestic heating, gas fitting, plumbing and drainage systems.	1800 hrs.
(5) Welding and brazing connected with the trade.	400 hrs.
(6) Maintenance and repairing of heating, gas fitting, and oil burner service.	800 hrs.
(7) Operation, care and use of all tools and equipment connected with the trade.	300 hrs.
(8) Installation and repair of safety valves and regulators.	300 hrs.
(9) Installation and repair of air gaps, atmospheric vacuum breakers, pressure type vacuum breakers, double check valves, and reduced pressure zone devices.	400 hrs.
(10) Plumbing Code, Gas Code, blueprint reading and sketching, and safety training.	1200 hrs.
 Total Hours	 8000 hrs.

~~Compliance with the U S Department of Labor Office of Apprenticeship registered Standards of Apprenticeship must be followed.~~

~~SECTION XV. QUALIFICATIONS FOR EMPLOYER~~

~~The individual must be a duly licensed master plumber in the state of Arkansas who signs an employer-acceptance agreement to abide by these regulations of apprenticeship.~~

~~SECTION XVI. DUTIES OF THE STATE PLUMBING APPRENTICESHIP COMMITTEE~~

~~The State Plumbing Apprenticeship Committee shall:~~

- ~~(a) Upon request will assist and advise local apprenticeship committees.~~
- ~~(b) Evaluate each local plumbing apprenticeship training program for compliance with the policies of the Arkansas Department of Career Education, USDOL/OA, and the State Plumbing Apprenticeship Committee.~~
- ~~(c) Serve as an appeal board for Apprentices, Local Apprenticeship Committees, and for training standards interpretations. Any person or firm may appeal directly to the State Plumbing Apprenticeship Committee for review.~~
- ~~(d) Establish criteria for eligibility for hardship status pertaining to correspondence or distance training provided that the applicant for hardship resides at least thirty (30) miles by most direct route from the nearest established apprenticeship school.~~
- ~~(e) Annually elect a chairperson, co-chairperson, and secretary who shall retain the power to vote in all matters before the committee.~~
- ~~(f) Hold meetings at least every two (2) months. Special meetings of the committee may be called by~~

the chairperson or by petition of a majority of the members of the committee. The chairperson shall call a special meeting when necessary to hear appeals.

SECTION XVII. ~~DUTIES OF THE LOCAL APPRENTICESHIP COMMITTEE~~

The local apprenticeship committee shall adhere to their Registered Standards by USDOL/OA:

- ~~(a) — Hold meetings at least once a month. Special meetings of the local apprenticeship committee may be called by the chairperson or by petition of a majority of members.~~
- ~~(b) — Annually elect a chairperson and a secretary who shall retain the power to vote on all matters before the local apprenticeship committee.~~
- ~~(c) — Administer the apprenticeship program and enforce its provisions and requirements.~~
- ~~(d) — Establish rules and procedures to govern meetings.~~
- ~~(e) — Establish minimum standards of education and experience for apprentice applicants.~~
- ~~(f) — Review apprenticeship agreements between the employer and apprentice and be responsible for submission of such agreements to USDOL/OA and the Department of Health, Plumbing and Natural Gas Section for registration.~~
- ~~(g) — Determine, through examination, the progress of their apprentices in manipulative skills and technical knowledge as may be deemed necessary, but not less than four (4) times per year.~~
- ~~(h) — Promote apprenticeship by enlisting public support and by contact with all organizations concerned with it.~~
- ~~(i) — Issue certificates of completion of apprenticeship to those apprentices who have satisfactorily completed training.~~
- ~~(j) — Notify USDOL/OA and the Department of Health and the State Apprenticeship Office of all actions affecting apprenticeship such as new hires, completions, suspensions and cancellations.~~
- ~~(k) — Assure that all apprentices are duly registered with the Department of Health/Plumbing and Natural Gas Section within thirty (30 days) of employment by a master plumber and registration by the Local Apprenticeship committee or prior to any actual classroom attendance.~~
- ~~(l) — Secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. When possible, the instructors shall take such teacher training courses as are available.~~
- ~~(m) — Establish a set of local standards and submit those standards to USDOL/OA for approval. If the local apprenticeship committee revises any part of their standards, then a re-submission of their standards shall be required for review before implementation.~~
- ~~(n) — Examine the progress of the apprentice on the job and in related instruction not less than four (4) times per year.~~
- ~~(o) — Keep complete and accurate records on each apprentice. The records shall consist of but are~~

~~not limited to: copies of registration with USDOL/OA, registration with the Department of Health, registration with the local committee, on the job and related instruction progress, advancements, and other records pertinent to the apprentice or to the conduct of the program. Records shall be maintained for a period of five (5) years.~~

- ~~(p) Verify that each participating employer is in agreement with the terms of their standards, including any training trust fund established or hereafter established to implement the local apprenticeship program.~~
- ~~(q) Establish starting and stopping times for classroom instruction to insure the completion of eight (8) periods of eighty (80) hours or as approved by USDOL/OA.~~
- ~~(r) Be responsible for the administration and financing of their local programs.~~

~~SECTION XVIII. SEVERABILITY~~

~~If any provision of these Regulations, or the application hereof to any person is held invalid, such invalidity shall not affect other provisions or applications of these Regulations which can give effect without the invalid provisions of applications, and to this end the provisions hereto are declared to be severable.~~

~~SECTION XIX. REPEAL~~

~~All Regulations and parts of Regulations in conflict herewith are hereby repealed.~~

~~RULES AND REGULATIONS~~
~~FOR~~
~~THE CONSTRUCTION INDUSTRY CRAFT TRAINING~~
~~EDUCATION PROGRAM~~

~~09/02/1999~~
~~Pursuant to Act 474 of 1999~~
~~as amended by~~
~~Act 785 of 1999~~

~~October 14, 1999~~

SUMMARY AND OVERVIEW

1— It is understood that the intent and purpose of Act 474 (as amended) is to promote and develop a highly
2— skilled construction workforce in the state of Arkansas that will be equipped to better address the
3— challenges of the constantly changing construction industry due to new and emerging technology as
4— well as bolster the dwindling number of persons entering this highly competitive arena. This mission
5— can only be accomplished by recruiting and retaining competent workers for the industry. The key to
6— developing this future workforce is developing new resources that address changes in technology,
7— implementing stronger skills training programs backed by the theoretical knowledge that provides not
8— only top quality technical skills but problem solving and customer relations skills, and the incentives
9— necessary to retain this skilled workforce once they are trained.

10— The creation of the Construction Industry Craft Training Education Program is a positive and
11— innovative approach to meeting the needs of the industry. The goals will be met if you, as an industry,
12— concentrate our efforts and we dedicate our selves and our available resources to a training program for
13— our state that is fair and equitable to all members of our industry. With this understanding and
14— commitment, the following are proposed as guidelines for the operation of training programs in our
15— state.

16— Of the funds collected and allocated for use for training, the AACSC will set an amount yearly not to
17— exceed twenty percent (20%) of the total funds for the infusion of curriculum into the public schools
18— as well as the construction education institutions of our state. This money will be used for the
19— purchase of curriculum only. The remaining funds may be used for the purchase or
20— lease of equipment, training materials, payroll expenses, administrative costs directly related to
21— the training of the workforce, and other items covered specifically in the following “Rules and
22— Regulations”. Leasing equipment is the preferred method of procuring equipment for the purpose of
23— Training. With the exception of equipment costs (which will be funded at 100% up front), 50% of a
24— program’s approved funds will dispersed upon AACSC approval. The balance of the funds due will be
25— dispersed at the conclusion of the training.

26— The final reports (which reflect actual numbers of persons trained and the hours of instruction

~~1—completed) submitted by the program will determine the amount of funds actually sent to the
2—program sponsor.
3—The Arkansas Department of Workforce Education in collaboration with the Arkansas
4—Apprenticeship Coordination Steering Committee (AACSC) will make every effort to see that the
5—distribution of these funds is fair and equitable. All funds must flow through a Local Education
6—Agency as defined herein. Any disputes arising about the disbursement of funds will be addressed at
7—the earliest regular meeting of the AACSC and a majority decision of the committee will be issued.
8—The decision of the committee will be final.
9—Because this is a new and innovative program, changes will be required at some point in the future.
10—The AACSC will make every effort to address these changes as they develop. You, the industry, will
11—be the reason for any and every change made.~~

~~1~~ **SECTION I. AUTHORITY**

~~2~~ The following rules and regulations are duly adopted and promulgated by the Arkansas Department of
~~3~~ Workforce Education pursuant to the authority expressly conferred by the laws of the State of
~~4~~ Arkansas in Act 474 of 1999, as amended by Act 785 of 1999. The Arkansas Department of
~~5~~ Workforce Education may exercise such powers as are necessary to carry out the provisions of this act.

~~6~~ **SECTION II. DEFINITIONS**

~~7~~ **ARKANSAS APPRENTICESHIP COORDINATION STEERING COMMITTEE (AACSC):**

~~8~~ A group of persons appointed by the Governor of the State of Arkansas who represent bargaining
~~9~~ agents, employers, minorities and female workforce, educators, and the general public whose purpose
~~10~~ is to oversee the operation and funding of training programs for the apprenticeable occupations of the
~~11~~ construction industry and other sectors of the Arkansas workforce.

~~12~~ **APPRENTICE:** An apprentice is an individual enrolled in an apprenticeship training program that is
~~13~~ registered with the United States Department of Labor/Bureau of Apprenticeship and Training (BAT),
~~14~~ working at their chosen occupation, has a signed indenture agreement on file with BAT, and when
~~15~~ working in an occupation where a license is required, has been issued such a license.

~~16~~ **JOURNEYMAN:** A person who has completed all the requirements of apprenticeship and been
~~17~~ released from their indenture agreement (if applicable), who has been recognized by their peers as
~~18~~ having attained “journeyman” status, or who has by examination or other proof of competence
~~19~~ demonstrated their ability to perform work as a journeyman, or when working in an occupation
~~20~~ requiring a “journeyman” license, has been issued such license.

~~21~~ **MASTER:** A person who by ability and knowledge has proved their competence to oversee or
~~22~~ supervise both journeymen and apprentices in their trade and, when required, has been issued a license
~~23~~ certifying them as a “Master”.

~~24~~ **TRAINING PROGRAM:** A structured, planned, sequential course of studies by which a person may
~~25~~ develop and/or improve their job-related skills in order to advance in their career path. This training

1—program may consist of preparatory, supplemental, or related instruction as well as on-the-job training.

2—**PREPRATORY INSTRUCTION:** A course of instruction lasting six months or less that teaches the
3—basic skills required for an individual to enter the workforce and be productive.

4—**RELATED INSTRUCTION:** Organized, off-the-job instruction in subjects relevant to the skills
5—required for the specific trade or occupation the person is being trained for. The instruction should be
6—designed to enhance the theoretical as well as the practical skills required in the occupation. Written
7—documentation of the training should be kept on file with the training program.

8—**SUPPLEMENTAL INSTRUCTION:** Supplemental instruction is a course of instruction that is
9—designed to provide new skills or upgrade the skills of a person other than an apprentice in the trade or
10—occupation they are employed in. Usually for journeyworkers or masters re-entering the workforce or
11—to address the needs created by new or emerging technology.

12—**LOCAL EDUCATION AGENCY (LEA):** Local Education Agency is a public secondary or post-
13—secondary vocational school, vocational center, technical institute, technical college, community
14—college, college, university, or school system that has an assigned “LEA Number” recognized or
15—accepted by the Department of Workforce Education.

16—**BAT:** BAT is the recognized abbreviation for the United States Department of Labor / Bureau of
17—Apprenticeship and Training. BAT is the certifying agency for all apprenticeship training programs.

18—**STATE EDUCATION AGENCY (SEA):** State Education Agency is the Arkansas Department of
19—Workforce Education. The point of contact with the Department will be the State Apprenticeship
20—Office (SAO) located at:

21— Arkansas Department of Workforce Education

22— 409 Shall Street

23— Little Rock, AR 72201

24— 501-682-1360

25—**PROGRAM SPONSOR:** The Program Sponsor is the person or organization operating a formal
26—program that trains persons working in the construction industry. An organization wishing to receive

1— funding for training must identify the person who will be responsible for the submission of the proper
2— forms and/or documents to the SAO for funding purposes and will be responsible for the disposition
3— of any complaints from the trainees, employers, or SAO.

4— **ON THE JOB TRAINING (OJT):** Training at the work site that relates to classroom training
5— received by a participant of a training program. This on-the-job training should reinforce the
6— theoretical or classroom skills gained in the classroom setting. Proper supervision is required for all
7— on the job training to insure the prevention of injury to participants of the program as well as
8— equipment or materials being used for the training.

9— **SUPERVISION:** Supervision as used herein shall mean training under the close and direct tutelage
10— of a skilled craftsman who is familiar with the processes and equipment or materials being used for
11— the training of an unskilled or semiskilled person.

12— **TRAINEE (EMPLOYEE, APPRENTICE, JOURNEYPERSON, OR MASTER):** Any person
13— to receive training under this funding Act shall have the ability and aptitude to master the skills of the
14— trade he/she is being trained in. In addition, the person should have the physical capability to receive
15— the training and to put to use these skills on an employer's work site after training is complete. The
16— program sponsor may require a physician's statement as to the person's physical ability to perform the
17— work required after training. The program sponsor may use a written or performance test to ascertain
18— the skills of an individual requesting training in their program. The program sponsor may set any
19— minimum criteria for acceptance into the training program as long as the criteria is fair and unbiased in
20— its use and is not in conflict with any State or Federal law.

21— **TRAINER, SUPERVISOR, OR INSTRUCTOR:** The program sponsor may set the minimum
22— criteria for trainers, supervisors, or instructors who will participate in the training activities of the
23— program. These persons should be proficient in the subject area in which they are conducting training
24— and should be able to demonstrate their proficiency to the satisfaction of the training program
25— committee, sponsor, or employer. The formal education requirements of these persons is the sole
26— responsibility of the program and program sponsor. A trainer, supervisor, or instructor should prepare
27— appropriate lesson plans and other curriculum aids for use in the classes.

1 ~~SECTION III. SAFETY~~

2 ~~All training programs must be operated in a safe environment that is conducive to the learning~~
3 ~~process. On the job training must be conducted in a safe environment that balances safety with proper~~
4 ~~skill performance that is pertinent to the individuals training level.~~

5 ~~SECTION IV. DUTIES OF THE TRAINING PROGRAM SPONSOR~~

6 ~~A. Establish a selection process that is fair and unbiased in order to select candidates for inclusion in~~
7 ~~the training program.~~

8 ~~B. Select and employ competent and qualified instructors for the training program.~~

9 ~~C. Establish standards and set goals for preparatory, supplemental, and related instruction classes.~~

10 ~~D. Establish, distribute, and enforce rules governing the instruction process for all participants.~~

11 ~~E. Monitor and evaluate the performance and progress of all persons in the training program and the~~
12 ~~program as a whole.~~

13 ~~F. Provide a system of record keeping for each participant's OJT hours, classroom hours, and~~
14 ~~written and performance evaluations.~~

15 ~~G. Select and purchase appropriate curriculum and materials for the classes under their~~
16 ~~supervision.~~

17 ~~H. Agree to submit attendance rosters, sign-in sheets, or other evidence as may be required by the~~
18 ~~SAO or the AACSC that the training actually took place at or near the level suggested on the~~
19 ~~SAO required forms.~~

20 ~~I. Agree that if the training program fails to meet it's obligations for training or closes down, any~~
21 ~~equipment purchased with these funds will be sold in a reasonable amount of time and at a fair~~

22 ~~market price, if not usable by another AACSC approved program, and all the money generated~~
23 ~~by the sale of the equipment will deposited in the "Arkansas Construction Industry Craft~~

24 ~~Training Trust Fund" administered by the Arkansas Department of Finance and Administration.~~

25 ~~A statement of proceeds or disposition of equipment will be submitted to the SAO for inclusion~~
26 ~~in the program files.~~

~~1. SECTION V. DUTIES OF THE AACSC~~

- ~~2. A. Oversee construction craft training programs in Arkansas and establish, promulgate, change or~~
- ~~3. modify rules, regulations, and operational guidelines for new and existing training programs.~~
- ~~4. Changes to these "RULES AND REGULATIONS" will be by majority vote of the AACSC and~~
- ~~5. in collaboration with the Arkansas Department of Workforce Education.~~
- ~~6. B. Establish, change or modify rates of funding for construction craft training programs covered~~
- ~~7. or governed by Act 474 of 1999, as amended by Act 785 of 1999.~~

~~8. SECTION VI PROCEDURES FOR APPLICATION~~

- ~~9. Program sponsors wishing to receive funding for training programs shall meet the following criteria:~~
- ~~10. A. Must be performing actual work in the state of Arkansas.~~
- ~~11. B. The training must take place in the state of Arkansas or have AACSC prior approval for~~
- ~~12. out of state training.~~
- ~~13. C. Must submit an application (Attachment 1) for review by the State Apprenticeship Office~~
- ~~14. and the AACSC thirty (30) working days before training begins.~~
- ~~15. D. Should be currently sponsoring a training, apprenticeship, or educational program~~
- ~~16. approved by or registered with the State Apprenticeship Office and/or BAT.~~
- ~~17. Upon meeting the above criteria, programs will be judged on the appropriateness of their application~~
- ~~18. and grant awards will be made, in whole or in part, to programs recommended by the State~~
- ~~19. Apprenticeship Office and approved by the Arkansas Apprenticeship Coordination~~
- ~~20. Steering Committee. Any program may be rejected for cause. Grant awards shall be for specific~~
- ~~21. training, and program sponsors may apply as often as is necessary to meet the demands for a~~
- ~~22. trained workforce in Arkansas.~~

~~23. SECTION VII. FUNDS~~

- ~~24. Funds for programs approved by the AACSC will be dispersed in the following~~
- ~~25. manner: Of the funds collected and allocated for training, the AACSC will set an amount~~
- ~~26. yearly not to exceed twenty percent (20%) of the total funds for the infusion of curriculum into~~
- ~~27. the public schools as well as the construction education institutions of our state. This money will~~

1. ~~be used for the purchase of curriculum only. Fifty percent (50%) of approved funds (not including~~
2. ~~equipment lease or purchase costs) will be sent to the program sponsor within thirty (30) days of~~
3. ~~AACSC approval. Upon the completion of training, program sponsors will forward to the SAO any~~
4. ~~required forms or documentation materials. Within thirty (30) days of receipt of the required~~
5. ~~documentation, the SAO will forward a request for payment of the remaining fifty percent (50%)~~
6. ~~(or an appropriate amount as evidenced by the required documentation) to the fiscal officer of the~~
7. ~~Department of Workforce Education. The AACSC may, with cause, require an independent audit~~
8. ~~(to be paid for by the program) of any program. Funds may be used for the following:~~
9. ~~A. Payroll costs: The amount paid a person to instruct approved classes. This amount may include~~
10. ~~fringe benefits such as FICA, Social Security, etc.~~
11. ~~B. Administrative Costs: Funds may also be used for administrative costs, but a complete itemized~~
12. ~~account of the amount requested must accompany the application when submitted. No more~~
13. ~~than 20% of state funds is the maximum allowed for administrative expenses.~~
14. ~~C. Purchased and contracted services: May include the rental of instructional space, but a detailed~~
15. ~~itemization is required.~~
16. ~~D. Supplies and instructional materials: Paper, pencils, workbooks, textbooks, and/or~~
17. ~~consumables used in the day to day operation of the program.~~
18. ~~E. Other operating expense: Travel to and from legitimate training programs for instructors,~~
19. ~~lodging and meals, and required tuition.~~
20. ~~F. Equipment Purchase: Requests for equipment purchase will be considered with the following~~
21. ~~stipulations:~~
22. ~~(1) A complete description of the piece of equipment and, if the cost is over \$ 1,000.00, at least~~
23. ~~two more competitive bids and an explanation of why the selected piece of equipment was~~
24. ~~chosen.~~
25. ~~(2) A statement of the actual location of the piece of equipment and the party responsible for~~
26. ~~the maintenance and upkeep.~~

1. ~~(3) After purchase, a copy of the bill of sale or paid invoice for the equipment purchased shall~~
2. ~~be forwarded to the SAO and be placed in the file or records of the program.~~
3. ~~G. Equipment Lease: If equipment is leased, the following is required:~~
4. ~~(1) A copy of the signed equipment lease agreement that specifies the term of the lease and~~
5. ~~whether or not it is a lease/purchase agreement. (Must include description of equipment)~~
6. ~~(2) When the lease expires, a copy of the release of lease paperwork will be forwarded to the~~
7. ~~SAO for inclusion in the program files.~~
8. ~~H. Administrative fees. Pursuant to Act 684 of 1989, a public school district, a state post~~
9. ~~secondary institution, or a state higher education institution may receive an administrative~~
10. ~~fee to cover the costs of processing the records of an apprentice which shall not exceed~~
11. ~~\$25.00 for each course in which the apprentice is enrolled. (Act 684, Section 2, item "E")~~
12. ~~Funding for each class of instruction operating under these rules and regulations will be paid at a~~
13. ~~rate approved by the Arkansas Department of Workforce Education in collaboration with the~~
14. ~~Arkansas Apprenticeship Coordination Steering Committee. The current~~
15. ~~rate shall be \$25.00 per hour of instruction per instructor. This rate is subject to change and may be~~
16. ~~increased or decreased depending upon the availability of funds.~~
17. ~~**SECTION VIII.** If any provision of these Regulations or the application hereof to any person is held~~
18. ~~invalid, such invalidity shall not affect other provisions or applications of these Regulations which~~
19. ~~can give effect without the invalid provisions of applications, and to this end the provisions hereto are~~
20. ~~declared to be severable.~~
21. ~~**SECTION IX.** All Regulations and parts of Regulations in conflict herewith are hereby repealed.~~

~~**APPROVED BY THE STATE BOARD OF WORKFORCE EDUCATION AND CAREER
OPPORTUNITIES AT THE BOARD MEETING ON OCTOBER 14, 1999**~~

~~APPLICATION FOR FUNDING (CT-300)~~

~~The CONSTRUCTION INDUSTRY CRAFT TRAINING EDUCATION PROGRAM Funds~~

~~INSTRUCTIONS: Fill out one form per activity and send original with _____ Program Number _____
Original signatures to: Apprenticeship Office, Arkansas Department of
Workforce Education, Room 501 D, Little Rock, AR 72201 1083. _____ LEA Number _____
Applications must be received 30 days prior to the expected use of the
Funds. Funds may be awarded in whole or in part as determined by the
Department of Workforce Education and the Arkansas Apprenticeship
Coordination Committee.~~

~~1. Occupation: _____~~

~~2. Name of program: _____~~

~~3. Address: _____ City: _____~~

~~4. State: _____ Zip: _____ Phone: _____ Fax: _____~~

~~5. Intended use of funds: (Fill in dollar amounts for each category)~~

~~Curriculum: \$ _____ Equipment: \$ _____ Payroll: \$ _____ Supplies and materials: \$ _____~~

~~Purchased and contracted services: \$ _____ Other (Describe): _____ \$ _____~~

~~Number of students: _____ Number of instructors: _____ Number of instruction hours: _____~~

~~(Number of instructors _____ X Number of hours _____ X \$25.00 = \$ _____)~~

~~6. If for equipment, give number of units _____, description _____~~

~~_____, and location (LEA, program sponsor, or other)~~

~~7. If for curriculum, give title and publisher~~

~~_____ number of copies _____, and per unit cost _____~~

~~8. TOTAL REQUESTED: \$ _____~~

~~9. TOTAL APPROVED: \$ _____~~

~~10. Program Sponsor Signature: _____ Date: _____~~

~~11. LEA Signature: _____ Date: _____~~

~~12. Workforce Education Signature: _____ Date: _____~~

~~13. AACSC Signature: _____ Date: _____~~

_____ **RULES AND REGULATIONS**

_____ **FOR**

_____ **ELECTRICIAN APPRENTICESHIP PROGRAMS**

_____ **Pursuant to Act 1289 of 1997 & ACT 1122 of 2015**

_____ **September 15, 2015**

~~_____~~ FOR

~~_____~~ **ELECTRICIAN APPRENTICESHIP PROGRAMS**

~~_____~~ Pursuant to Act 1289 of 1997 & ACT 1122 of 2015

SECTION I. _____ AUTHORITY

~~The following Rules and Regulations are duly adopted and promulgated by the Career Education and Workforce Development Board pursuant to the authority expressly conferred by the laws of the State of Arkansas in ACT 1289 of 1997 and ACT 1122 of 2015 and transferred to the Arkansas Department of Career Education through a Memorandum of Understanding with the Arkansas Department of Labor and the Board of Electrical Examiners. The Department may exercise such powers as are reasonably necessary to carry out the provisions of Act 1289 of 1997 and ACT 1122.~~

SECTION II. _____ PURPOSE

~~The purpose of these Rules and Regulations is to transfer the authority of overseeing the Apprentice Electrician Program from the Arkansas Department of Labor and the Arkansas Board of Electrical Examiners to the Arkansas Department of Career Education.~~

SECTION III. _____ DEFINITIONS

- ~~(a) The Board means the Career Education and Workforce Development Board.~~
- ~~(b) The Department means the Arkansas Department of Career Education.~~
- ~~(c) Board of Electrical Examiners means people designated by the Arkansas Department of Labor to determine the eligibility of applications for various types of licenses in accordance with Act 1289 of 1997.~~
- ~~(d) Employer means any master electrician representing himself or a company who signs an Apprenticeship agreement to abide by these Rules and Regulations of Apprenticeship.~~
- ~~(e) Apprentice electrician means a person other than a master or journeyman electrician, residential master or journeyman, industrial maintenance electrician, or air conditioning electrician as provided in these guidelines of apprenticeship who is at least sixteen (16) years of age and covered by the required apprenticeship agreements.~~
- ~~(f) Apprenticeship Agreement means a written agreement as provided by the United States Department of Labor/ Office of Apprenticeship (OA) signed by the Apprentice and (if the Apprentice is a minor) the parent or guardian, the Local Apprenticeship Committee and the participating company.~~
- ~~(g) OA means the United States Department of Labor, Office of Apprenticeship.~~

- ~~(h) State Electrical Apprenticeship Committee means people designated by the Board to assist in carrying out the provisions of ACT 1289 of 1997 as amended.~~
- ~~(i) Local Apprenticeship Committee means a group composed of master and/or journeyman electricians who are licensed as prescribed by law, plus one person who shall be appointed from the Arkansas Department of Career Education by the State Electrical Apprenticeship Committee chosen to carry out the provision of ACT 1289 of 1997 as amended.~~
- ~~(j) Master electrician means any person, licensed as prescribed by law, skilled in the planning, superintending and the practical installation of electrical work and familiar with the laws, rules, and regulations governing the same.~~
- ~~(k) Journeyman electrician means any person, licensed as prescribed by law, other than a master electrician or an apprentice electrician, who is engaged in the practical installation of electrical work.~~
- ~~(l) Industrial maintenance electrician means any person, licensed as prescribed by law, who maintains and/or extends electrical conductors and equipment for electrical power and control systems on or within industrial, manufacturing, or similar type facilities.~~
- ~~(m) Air conditioning electrician means any person, licensed as prescribed by law, who installs, maintains, or extends electrical conductors or equipment solely for the purpose of supplying heating and air conditioning and refrigeration units.~~

~~SECTION IV. QUALIFICATION~~

~~The applicant for apprentice electrician shall have the ability and aptitude to master the skills of the electrical trade.~~

~~The applicant shall be in such physical condition to perform the work of the electrical trade. An applicant shall not be considered if there is a disability sufficient to impair the safety of him/her or the safety of others on the job. The State and/or Local Apprenticeship Committees may require a statement by a licensed physician stating that the applicant is physically able to perform the duties of the trade if all other requirements have been met.~~

~~_____The Local Apprenticeship Committee must adhere to their USDOL/OA
_____Standards of Apprenticeship in the selection of apprentices.~~

~~SECTION V. APPLICATIONS AND TERMS OF APPRENTICESHIP REGISTRATION~~

~~No person shall engage in work as an Apprentice electrician as defined in ACT 1289 of 1997 unless first registered to do so by the Arkansas Department of Labor and United State Department of Labor/ Office of Apprenticeship, and is enrolled in and attending a OA approved training program.~~

~~Information for apprentice electrician registration shall be on an application form supplied by the Arkansas Department of Labor and the application form shall be filled out completely before consideration by the Department of Labor and OA. To establish a record of apprenticeship, every apprentice electrician, shall within thirty (30) days after employment, be registered with the Arkansas Department of Labor, the Local Apprenticeship Committee, and OA. It is the responsibility of the master electrician to require apprentices to register with the Local Apprenticeship Committee. The Board of Electrical Examiners may take action against a master electrician for working an apprentice for over thirty (30) days without being so registered. In the absence of an established Local Apprenticeship Committee, an apprentice shall register directly with the State Electrical Apprenticeship Committee.~~

~~All holders of an apprentice registration issued under the provisions of this regulation may apply for renewal annually within thirty (30) days after the expiration date of the registration. The Arkansas Department of Labor may not renew a registration after the thirty (30) day period providing there is sufficient reason for not renewing such registration in the time specified and upon payment of penalties as prescribed by regulations.~~

~~The term of apprenticeship shall be a minimum of four (4) years consisting of eight (8) periods of one thousand (1,000) hours of practical work experience and eight (8) periods of 72 hours each, running concurrently, of related classroom instruction in technical and supplemental subjects related to the trade or as approved by USDOL/OA.~~

~~Unless officially excused by the Arkansas Department of Labor, each apprentice upon completion of apprenticeship should make application with the Arkansas Department of Labor for the journeyman electrician examination within sixty (60) days.~~

~~**EXPERIENCE CREDIT:** The applicant must submit a request for experience credit within a sixty (60) day period of time from the date of application, furnish **notarized records, affidavits, or bona fide evidence** as may be required to substantiate the requested time. Please show all work experience present and past that you wish considered for work experience credit. The work experience must have a start date and end date (to present if current job) so work experience time can be calculated. The description of work experience should be sufficiently detailed to provide a clear understanding of work being performed. This time shall be evaluated by the local apprenticeship committee, if in existence, and approved by the State Electrical Apprenticeship Committee. In the absence of the local committee, credit time shall be evaluated and may be granted by the State Electrical Apprenticeship Committee. The applicant may be required to take an examination to determine credit time requested. Experience credit will only be granted for documented out of state work.~~

SECTION VI. ——— REVOCATION OF REGISTRATION

~~The Board of Electrical Examiners may on its own motion make investigations and conduct hearings or upon a complaint in writing duly signed and certified by the complainant, suspend or revoke any apprentice electrician registration if it has reason to believe that the holder of such registration has violated any provision of these Rules and Regulations or any rule or order prescribed by the Board of Electrical Examiners or has~~

~~demonstrated incompetency to act as an apprentice electrician.~~

~~The use of an apprentice electricians registration to do electrical work other than permitted by the registration shall be grounds for automatic suspension and/or revocation of such registration by the Board of Electrical Examiners providing the registrant is duly notified within thirty (30) days of the violation and pending a full hearing under the Administrative Procedures Regulation of the Arkansas Department of Labor.~~

~~SECTION VII. RATIO OF APPRENTICES TO MASTER AND JOURNEYMAN~~

~~The maximum ratio amount of master and journeyman electricians to apprentice electricians shall be three (3) licensed apprentice electricians to one licensed master or journeyman electrician on a single electrical job. Compliance with the U S Department of Labor Office of Apprenticeship registered Standards of Apprenticeship must be followed.~~

~~SECTION VIII. PROBATIONARY PERIOD~~

~~Apprentices shall be subject to a probationary period not to exceed one thousand practical work experience hours (one period). During this probationary period, the Local Apprenticeship Committee or Employer may request annulment of the apprenticeship without the formality of a hearing. Credit time may be granted for time served under the probationary period.~~

~~SECTION IX. HOURS OF WORK AND CONDITIONS AND SAFETY~~

~~The hours of work and working conditions for apprentices shall be the same as for journeyman. The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities or other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be equal or exceeding the federal standards.~~

~~SECTION X. RELATED CLASSROOM INSTRUCTION~~

~~The apprentice shall, within 30 days of employment, enroll in and attend classes in related subjects at a school or other training facility approved by the State Electrical Apprenticeship Committee for not less than 144 hours per year or as approved by USDOL/OA. The Apprentices shall also take advantage of provided instruction in recognized apprenticeship classes during periods of temporary unemployment. School attendance in all cases shall be obligatory; failure to attend these classes in related instructions may cause the apprentice to be disciplined or his apprenticeship agreement cancelled. Apprentices are to attend school on their own time, and such school attendance shall not be considered as hours worked. The Local Apprenticeship Committee shall not recognize any apprentice with whom they have not signed an apprenticeship agreement or who is not registered with the Arkansas Department of Labor and OA.~~

SECTION XI. CONTINUITY OF EMPLOYMENT

The master electrician who sponsors the apprentice is obligated to actually employ the apprentice and shall use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed on the job. It shall be the duty of the master electrician who is responsible for the registration of an apprentice to notify in writing the Local Apprenticeship Committee when an apprentice is no longer employed.

SECTION XII. APPRENTICESHIP AGREEMENT

The apprentice (and, if a minor, the parent or guardian) shall be required to sign an apprenticeship agreement with the Arkansas Department of Labor and OA, which shall also be signed by the employer and by the Local Apprenticeship Committee.

SECTION XIII. PROCEDURES FOR DISCIPLINARY ACTION

An apprentice shall make every effort to complete training in accordance with the standards and policies established by these Rules and Regulations. An apprentice who is absent from related instruction class sessions, unless officially excused, shall satisfactorily complete all classroom work missed before being advanced to the next period of training. In case of failure of an apprentice to fulfill the obligation regarding classroom or on the job training without due cause, the Local Apprenticeship Committee shall take the necessary disciplinary action.

The local Apprenticeship Committee may cancel the apprenticeship agreement, and remove for cause an apprentice from the training program at any time for failure to comply with the apprenticeship agreement, or with registered standards.

Before invoking any disciplinary action, the Local Apprenticeship Committee must notify an apprentice to appear before the Local Apprenticeship Committee. If an apprentice fails to appear before the Local Apprenticeship Committee after due notice, disciplinary action may be invoked in accordance with the Local Apprenticeship Committee standards. In the absence of a Local Apprenticeship Committee, the State Electrical Apprenticeship Committee shall function in their stead.

The State Electrical Apprenticeship Committee serves as the appeal board for the Local Apprenticeship Committees and on training standards interpretations. Any person or firm may appeal directly to the State Electrical Apprenticeship Committee for review.

SECTION XIV. SCHEDULE OF WORK EXPERIENCE

The following schedule of work experience is set forth in approximate hours. The work experience need not be in the precise order listed nor need the hours be continuous in any experience category.

- (a) Preliminary work: (Names and uses of tools and equipment; safety)..... .. 600 hrs.
- (b) Residential and Commercial Rough Wiring:..... 2000 hrs.
 -(Blueprint reading; Materials and usage; Conduit bending and installation;

~~Termination of wires to switches and equipment; Pulling wire with and without fish tape; Safety)~~

~~(c) Residential and Commercial Finish Work: 1500 hrs.
(Connecting and setting switches and receptacles; Proper sizing of wires, services, and over current protection; Safety)~~

~~(d) Industrial Lighting and Service Installation:..... 1500 hrs.
(Air conditioning and Heating wiring and controls; Rigid conduit installation; Service entrance installation for large equipment and industrial settings; Safety)~~

~~(e) Troubleshooting: 1000 hrs.
(Checking circuits and equipment for faults; Diagnosing and correcting Voltage and phase problems; Reading schematic wiring diagrams; proper and safe use of all types of volt/ohm meters and other test instruments for electrical troubleshooting and diagnosis; Safety)~~

~~(f) Motor Installation and Controls:..... 800 hrs
(Installation of over current devices; Verification of proper installation and rotation; Selection and sizing of replacement motors; Analyzing and trouble-shooting motor circuits and controls; Installation of emergency generators and controls; Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls; Safety).~~

~~(g) Electrical Code, blueprint reading and sketching, and Safety training. 600 hrs.~~

~~Total Hours..... 8000 hrs.~~

~~All work done by apprentices as prescribed training shall conform in every respect with the requirements of the state and local codes.~~

~~SECTION XV. QUALIFICATIONS FOR EMPLOYER~~

~~The individual must be a duly licensed master electrician, as prescribed by law, in the State of Arkansas and who signs an employer acceptance agreement with OA to abide by these Rules and Regulations of apprenticeship.~~

~~SECTION XVI. SUPERVISION OF APPRENTICES~~

~~The master electrician or journeyman electrician shall observe the work of an apprentice electrician in person at regular and reasonable intervals. The supervising master or journeyman electrician shall remain within reasonable proximity of the apprentice electrician while work is being done. The proximity of the supervising electrician is reasonable if the apprentice electrician is within line of sight and at the same street address. If the job site is not a single-family residence and requires a contractor's license the supervising electrician must be within the line of sight of the apprentice electrician.~~

~~SECTION XVII. MAKE UP AND DUTIES OF THE STATE ELECTRICAL APPRENTICESHIP COMMITTEE~~

~~The State Electrical Apprenticeship Committee shall be comprised of the following members:~~

- ~~_____ (a) 4 Master electricians, one from each congressional district of the state (voting)~~
- ~~(b) 1 Engineer, professional or registered, with knowledge of the electrical trade
 _____ (voting)~~
- ~~(c) 1 Journeyman electrician, at large from the state (voting)~~
- ~~_____ (d) 1 Consumer, from this state, at large (voting)~~
- ~~_____ (e) 1 U.S. Department of Labor/OA (non-voting, advisory)~~
- ~~_____ (f) 1 Arkansas Department of Labor/Board of Electrical Examiners (non-voting, advisory)~~
- ~~_____ (g) 1 Arkansas Department of Career Education (non-voting, advisory)~~

~~_____ The State Electrical Apprenticeship Committee shall:~~

- ~~_____ (a) Assist and advise Local Apprenticeship Committees.~~
- ~~(b) Evaluate each local apprenticeship training program for compliance with the policies of the Department of Career Education, OA, and the State Electrical Apprenticeship Committee.~~
- ~~(c) Serve as an appeal board for apprentices, Local Apprenticeship Committees, and for training standards interpretations. Any person or firm may appeal directly to the State Electrical Apprenticeship Committee for review.~~
- ~~(d) Annually elect a chairperson, co-chairperson, and secretary who shall retain the power to vote in all matters before the Committee.~~
- ~~(e) Hold meetings at least every two (2) months. The chairperson when necessary to hear appeals may call special meetings of the committee.~~

~~SECTION XVIII. DUTIES OF THE LOCAL APPRENTICESHIP COMMITTEE~~

~~_____ The Local Apprenticeship Committee shall:~~

- ~~(a) Hold meetings at least every two months. Special meetings of the Local Apprenticeship Committee may be called by the chairperson or by petition of a majority of members.~~
- ~~(b) Annually elect a chairperson and a secretary who shall retain the power to vote on all matters before the Local Apprenticeship Committee.~~

- ~~(c) Administer the apprenticeship program and enforce its provisions and requirements.~~
- ~~(d) Establish rules and procedures to govern meetings.~~
- ~~(e) Establish minimum standards of education and experience for apprentice applicants.~~
- ~~(f) Review apprenticeship agreements between the employer and apprentice and be responsible for submission of such agreements to OA and the Arkansas Department of Labor for registration.~~
- ~~(g) Determine, through examination, the progress of apprentice in manipulative skills and technical knowledge as may be deemed necessary, but not less than four (4) times per year.~~
- ~~(h) Promote apprenticeship by enlisting public support and by contact with all organizations concerned with it.~~
- ~~(i) Issue certificates of completion of apprenticeship to those apprentices who have satisfactorily completed training.~~
- ~~(j) Notify OA, the Arkansas Department of Labor and the State Apprenticeship Office of all actions affecting apprenticeship such as new hires, completions, suspensions and cancellations.~~
- ~~(k) Assure that all apprentices are duly registered with the Arkansas Department of Labor within thirty (30) days of registration by the Local Apprenticeship Committee.~~
- ~~(l) Secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. When possible, the instructors shall take such teacher training courses as are available.~~
- ~~(m) Establish a set of local standards and submit those standards to the State Electrical Apprenticeship Committee and OA for approval. If the Local Apprenticeship Committee revises any part of their standards, then a re-submission of their standards shall be required for review before implementation.~~
- ~~(n) Examine the progress of the apprentice on the job not less than four (4) times per year.~~
- ~~(o) Keep complete and accurate records on each apprentice. The records shall consist of but are not limited to: copies of registration with the OA, registration with the Arkansas Department of Labor, registration with the Local Committee, on the job and related instruction progress, advancements, and other records pertinent to the apprentice or to the conduct of the program. Records shall be maintained for a period of five (5) years.~~
- ~~(p) Verify that each participating employer is in agreement with the terms of their standards, including any training trust fund established or hereafter established to implement the Local Apprenticeship program.~~
- ~~(q) Establish starting and stopping times for classroom instruction to insure the completion of eight (8) periods of (72) hours or as approved by USDOL/OA.~~
- ~~(r) Be responsible for the administration and financing of local programs and establish fees and tuition for their programs.~~

~~SECTION XIX. SEVERABILITY~~

~~If any provision of these Rules and Regulations, or the application hereof to any person is held invalid, such invalidity shall not affect other provisions or applications of these Rules and Regulations which can give effect without the invalid provisions of applications, and to this end the provisions hereto are declared to be severable.~~

~~SECTION XX. REPEAL~~

~~All Rules and Regulations and parts of Rules and Regulations in conflict herewith are hereby repealed.~~