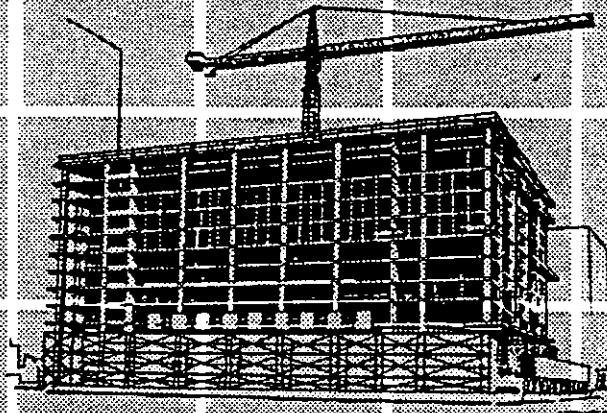


**TECHNICAL PUBLICATION 123
A STUDY OF
VOCATIONAL TRAINING DROPOUTS**

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PREFACE

The study team could not have accomplished the work covered by this report without the cooperation and assistance of many individuals who are associated with construction related apprenticeship training. The list is too long to be repeated here, but the reader should be aware that many people gave freely of their time in order to provide the data that are the basis of this report.

The Appendices to the report are intended to be as complete as possible. To some this may appear to be a waste of effort. However, the team considered that the possibility of having, in one document, the source material for much of the study would enable others to both utilize the document and the data for other purposes. If any reader has an interest in using the current enrollment data in another study or context, they may contact the Project Director for the electronic spreadsheets. These have been formatted for use with SPSS9.

Those associated with the project need to acknowledge that the bulk of the work in the tabulation of the data in a usable format was done by Pranas Lukauskis. When one stares at all of the numbers resulting from the survey responses and record searches, one can understand the scope of the work involved. The use made of the data, the opinions, conclusions, and recommendations contained in the report, are the sole responsibility of the Project Director.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. Executive Summary	1
II. Summary Findings, Conclusions, and Recommendations	
A. Summary Findings and Conclusions	4
B. Summary Recommendations	6
III. Introduction & Background	
A. Background	7
B. Current Position of the Construction Industry	14
C. Current Situation in Florida	17
IV. Study Elements and Data	
A. Sources of Information	21
B. Sampling Methodology	22
C. Sample Data	24
D. Current Enrollment Data	25
E. Data Analysis, Current Enrollees	29
F. Drop-Out Sampling	31
G. Comparisons	32
H. Dropout Interviews	33
G. Additional Analysis	34
IX. Findings and Conclusions	36
X. Recommendations	39
Appendices	

LIST OF FIGURES AND TABLES

FIGURES

		Page
Figure 1.	Construction Workforce	14
Figure 2.	Construction Apprenticeship Participation	19
Figure 3.	Apprentices Completing Training	20

TABLES

Table 1.	Growth in Economic Sectors	15
Table 2	Number of Employees in Construction Firms	16
Table 3.	Active Apprenticeship Training Summary	18
Table 4	Apprenticeship Enrollment in Florida	19
Table 5	Marital Status of Current Apprentices	26
Table 6	Wage Rates of Current Apprentices	26
Table 7	Employment Longevity	26
Table 8	Wage Expectation	28
Table 9	Florida Residency, Years	28
Table 10	Sources of Information, Availability of Training	28
Table 11	Parental Education	29
Table 12	Reasons for Leaving Apprenticeship Training	32

APPENDICES

- A. Chapter 446, Florida Statutes
- B. Florida Administrative Code, Chapter 38H-16.001 - 16.009
- C. Bulletin No 97-02, U. S. Department of Labor. "List of Occupations Recognized as Apprenticeable by the Bureau of Apprenticeship and Training."
- D. Federal Register, February 18, 1977, Part II, Department of Labor: Apprenticeship Programs: Labor Standards for Registration
- E. Registered Apprenticeship Programs in Florida (March 3, 1999)
- F. Current Enrollee Survey Form
- G. Drop-out Data

DEFINITIONS

Rather than litter the report with definitions, they are provided here. A quick review, and the knowledge of where to find them when memory fails, will make the reading of the remainder of the report somewhat easier.

- (1) "Pre-apprentice" means any person 16 years of age or over engaged in any course of instruction in the public school system or elsewhere, which course is registered as a pre-apprenticeship program with the Division of Jobs and Benefits of the Department of Labor and Employment Security.
- (2) "Apprentice" means a person at least 16 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen craftsmen, which training should be combined with properly coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereinafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee.
- (3) "Trainee" means a person at least 16 years of age who is engaged in learning a specific skill, trade, or occupation within a formalized, on-the-job training program.
- (4) "Journeyman" means a person working in an apprenticable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation.
- (5) "Joint employer organization" means an apprenticeship sponsor which participates in a collective bargaining agreement and represents employees. Practically speaking, these are the trade unions. Consequently, when the term 'joint' training is used, the reader should consider that this is training that is provided through the auspices of one of the unions.
- (6) "Nonjoint employer organization" means an apprenticeship sponsor which does not participate in a collective bargaining agreement and who represents management." Non-joint organizations are those that sponsor apprenticeship training but are not affiliated with any union. When the reader encounters the term 'non-joint' it should be considered that the training is provided through the auspices of organizations that have no connection with unions.

I. Executive Summary

The genesis for the project covered by this report was an unsolicited proposal from the faculty of the Department of Construction Management at Florida International University. The proposal, made to the Building Construction Industry Advisory Committee (BCIAC) was initially accepted, placed on a prioritized list, and eventually funded approximately three years after the proposal was initiated. In all, the work covered an additional two years, so that over five years have elapsed since the subject material was considered pertinent. This history is repeated for two purposes: the first is to show that much has changed since the proposal was originally submitted. Consequently the report covers additional subject matter that was not part of the proposal. Secondly, the shortage of trained, competent construction workers has grown rather than diminished. As a medical doctor once told the project director, "I don't know what the problem (illness) is, but things are going to get worse before they get better." He was right in that instance and would have been right if he were predicting skilled manpower shortages in the construction workforce.

The original proposal addressed the following tasks:

1. Data was to be obtained concerning the demographics of individuals enrolled in construction apprenticeship trades as well as from those that later dropped from such programs prior to completion.
2. Data would be obtained from like training agencies in different geographic locations throughout the state.
3. Data would be obtained from individuals who completed the program and have entered the construction industry or some other industry.
4. In all of the above, the data were to be correlated to determine if there were measurable characteristics that would determine which candidates were more likely to enter and complete training.
5. The fifth and last task was to prepare a questionnaire and rating scale that could be used by training sponsors to measure the propensity of individuals to enter and complete apprenticeship training.

During the course of the work, the Project Director contacted the Executive Secretary of

the BCIAC and, through him, relayed his misgivings as to the possibility of completing the project tasks as enumerated with statistically significant data and meaningful results. The misgivings were prompted by the growing realization that, within bounds, the construction related apprenticeship programs are not resource constrained. Consequently, determining the profile of individuals more likely to drop from the program was not an issue. Instead, the issue was really how to generate more apprentices with the expectation of an increasing number of trained individuals. The agreement reached was to accomplish the original tasks as completely as possible and to add to those tasks a better understanding of how the apprenticeship program functions; a discussion of how the industry reached its current state of training; and to provide recommendations as to how to improve the situation. The work accomplished and reported herein satisfies these objectives.

The apprenticeship training model, used no matter the trade, craft, or skill, includes both work in the trade and related academic training. By far the preponderance of the time is spent accomplishing on the job training (OJT). In the apprenticeship model the OJT is not random. The progress of the apprentice through this part of the model is monitored, with scheduled milestones, so that the individual completing apprenticeship training is familiar with the overall craft, not just one specific area. The related academic training normally occurs one or two nights a week in a practical applications setting, where the apprentice is taught basic skills. For the construction industry these are subjects such as construction mathematics and blueprint reading.

Apprenticeship training is industry driven. It is only available when the industry demands and supports it, and one (a demand for a trained workforce) without the other (industry support) is not sufficient. Unlike the primary and secondary public educational systems, the government neither organizes the courses or requires attendance. At both the federal and the state level, there is an oversight responsibility, the establishment of standards, and the facilitation of the effort by providing classroom spaces, materials, and payment for instructors. However, there is no agency at either the federal or state level that actually establishes an apprenticeship program for employees other than their own. That function is accomplished by apprenticeship program sponsors. These sponsors may be trade or craft unions, trade

associations, or individuals and organizations that are aware of the value of, and need for, a trained workforce.

If the shortage in the trained workforce in the construction industry was compared to a contagious disease, it would be considered an epidemic. The causal factors for the problem have been developing for years and there is no immediate or short term solution. The diminution of the labor union movement is one factor. The training output from the unions diminished as the membership diminished. This down-sizing, coupled with the lack of industry wide contracts which mandated training and trained workers, ensured that an aging workforce was not replaced. Simultaneously, high school vocational training went out of vogue. Students no longer went to school for part of a day then worked in the field for part of the day. Instead, students spent more time on purely academic efforts and less on the manual or industrial arts. Consequently, another means of providing younger trained workers was virtually eliminated.

Subsequently, trade and other private organizations have appeared as apprenticeship sponsors. Unlike the union programs, these may contain several apprenticeship programs in different trades under one administrative umbrella. As a result the undertakings may appear to be very large. However, when the totality of the training in each individual trade is viewed as a separate component, the individual programs generally are no larger than their union counterparts.

The sum and total of the construction related apprenticeship training programs throughout the State currently shows an enrollment at slightly less than 12,000 individuals. Of these, only 3.5% are female and about 20% are minorities. Simultaneously, there are approximately 324,000 individuals which the latest census data show as construction workers. Assuming a 30 year work span, a one to three ratio of journeymen to laborers or helpers, and a naive assumption that everyone that starts apprenticeship training will complete and remain in the construction industry, simple calculations show that the current level of training will not support the work force. Things only get worse more quickly when one contemplates that the workforce is forecast to expand and when one realizes that the current level of completions is well below one hundred percent.

II. Summary Findings, Conclusions, and Recommendations

Summary Findings and Conclusions

The study team gathered data through surveys of individuals undergoing apprenticeship training; from the records of those who had dropped from, or completed, training; and by interviews with: individuals in the State Department of Labor and Employment Security; the State Department of Education; sponsors of apprenticeship training programs (both union and non-union); individuals undergoing training; and individuals who had dropped from training. The sample size of usable data from individuals undergoing training was 275, while that for the individuals who had dropped from training was 220. The actual number of records reviewed in each case was close to double the size of the sample finally used as those missing essential elements of data were discarded. Based upon these records and interviews the team reached the following findings and conclusions:

1. Apprenticeship training is industry driven and is a function of industry investment. If the industry does not invest in the training by encouraging workers to participate, the lack of trained personnel will be a continuing impediment to profitability.
 - ▶ *The current structure of the federal and state apprenticeship programs is oversight, not active involvement.*
 - ▶ *Data indicate that a large majority of those participating in construction related apprenticeship training only became aware of the programs through 'friends', not through their employers.*
 - ▶ *If the industry does not become involved and provide the necessary impetus and investment, the programs will not expand to meet the increasing need for trained personnel.*
2. The magnitude of the training problem is greater than has been anticipated due to an expanding economy.
 - ▶ *The construction workforce is expanding and is forecast to continue to do so. The number of individuals completing apprenticeship training is insufficient to meet this demand.*

3. The current apprenticeship programs in the State can accommodate increased enrollment if qualified applicants can be found. There is no need for a screening device other than those currently in use.
 - ▶ *Interviews conducted with sponsors of apprenticeship training provided a unanimous set of opinions that the current structure could support an expansion equal to 20-30% of the number of apprentices currently enrolled.*
 - ▶ *The costs of an increase of this size would be the marginal costs associated with added administrative tasks and training materials.*
4. The problems associated with the lack of a skilled workers will continue and become more severe in the immediate future.
 - ▶ *This is an immediate result of the increasing national and state population and an increasing construction workforce. Even simplistic calculations indicate that the current enrollment in skill training is insufficient to meet current or future demand.*
5. Greater effort should be made to reach out to, attract, and retain younger individuals, women, and minorities in construction apprenticeships.
 - ▶ *The data indicated that the average age of those enrolled in apprenticeship training was over twenty-five.*
 - ▶ *The proportion of women in Florida's construction apprenticeship programs is well below the national average of women in the construction workforce.*
 - ▶ *The percentage of minorities in Florida's construction apprenticeship programs is smaller than the proportion of minorities in the construction workforce.*
 - ▶ *The proportion of minorities dropping from the apprenticeship programs prior to completion is substantially higher than the overall proportion of minorities enrolled.*
6. Individuals with prior or current military service have a lower drop out rate than those with no military service.
7. The data do not provide statistics that support one source of related instruction course content or material as being preferable to another.
 - ▶ *While there are significant differences in the drop out rates between the programs, the demographics of the individuals enrolled are sufficiently different to preclude attributing drop out rates to any particular phenomena.*

Summary Recommendations

Based upon the interviews, surveys, and data, the research team recommends the following actions:

1. A vigorous statewide program should be undertaken to increase the active participation of the construction industry in the existing apprenticeship training programs.
 - ▶ *Construction managers are aware of the shortage of trained personnel. If this shortage is to be overcome, individual firms in the industry must make the workforce aware of, and available to, the apprenticeship programs.*
2. A vigorous and sustained statewide program should be undertaken within the primary and secondary education system to make students aware of the availability and desirability of apprenticeship programs.
3. Apprenticeship sponsors should make a concerted effort to increase the proportion of women, minorities, and veterans in their programs.
4. Caution should be exercised in lowering the educational standards for apprenticeship programs in order to attract a larger number of applicants.
5. No action is recommended with respect to additional screening in the selection of personnel admitted to apprenticeship training.

III. Introduction and Background

Background

In 1994 a report was prepared for the Building Construction Industry Advisory Committee (BCIAC) which categorized training within the construction industry into three basic divisions:¹

- a. Formal and informal on the job training (OJT);
- b. Training conducted off the job in schools of other training facilities;
- c. Formal apprenticeship training.

This report deals only with one aspect of the third; formal apprenticeship training. Specifically within that area, the work done by the study team was aimed at an understanding at who enrolls in such training and why, once enrolled, the individuals do not complete the program.

Apprenticeship training programs are neither new nor peculiar to the United States. Such programs have been utilized throughout recorded history as a means of providing both the skill and academic training requisite for the manual trades. The system flourished with the craft guilds in the middle ages, essentially died with the industrial revolution and the factory system, and has had a renaissance in the 20th century for industries, such as construction, that require well trained and skilled workers.

In the era immediately prior to the Second World War, apprenticeship training for the construction industry was primarily a function of the trade unions. Subsequent to that period, more and more states have adopted right to work laws, and as the overall membership, power, and influence of these unions declined, an unintended consequence was a diminution of the availability and use of the apprenticeship system to train workers. During the same period another source of trained workers, the vocational and technical training offered through high schools, has been essentially dismantled. The confluence of all of these events has been a shortage of trained workers, not just in construction, but in general for all industries where manual labor and craft skills are important.

Within the construction industry, other trade organizations have sought to fill this gap. Many of them have programs that are as large and as successful as the union training programs that they have essentially replaced. However, there is one substantial difference. Unions were able to compel, by virtue of contracts and labor agreements, employers to subscribe to apprenticeship

training programs. Non-union organizations are not able to do this and instead rely on voluntary cooperation. From the paucity of trained workers, it is evident that voluntary cooperation has not always been forthcoming.

It has long been recognized that training, sponsored by a firm, provides more than a skilled worker. In progressive organizations, training is a part of management strategy that involves not only an increase in skills but also an increase in commitment towards the organization by those who are directly benefitting from the training.² Unions also used this as a strategy to keep and increase union membership and loyalty. There is an extensive body of literature that deals with the subject and it is a part of what management theorists refer to as the investment in human capital. In this respect, industry participation in apprenticeship training programs may certainly be viewed as an investment in their future.

Responsibility for the governmental oversight of apprenticeship training is bifurcated, both at the federal and the state level. The legislation establishing federal oversight in the overall field of apprenticeship training is known as the Fitzgerald Act, or more properly as the National Apprenticeship Act of 1937. Its passage was a result of reforms and actions undertaken in the first term of the [F. D.] Roosevelt administration. It provided that the center of responsibility for establishing the training criteria and models would be in the Department of Labor, but that the source of funding, other than for the administrative staff of the Department of Labor, would be elsewhere. The split is continued to this day, both at the state and the federal level.

The federal presence in apprenticeship training is manifested in several areas: the establishment of what may be considered of an apprenticeable occupation; the minimum standards that apply as to training for an apprenticeable occupation; federal monetary assistance for recognized apprenticeship programs; and a standard classification system for industries and occupations. The federal government also conducts apprenticeship training as an employer, but not for individuals employed elsewhere.

Unfortunately, the labeling of data which describes and categorizes industries and occupations has been undergoing revisions since 1995. Consequently it is not altogether clear at this point that it will be easy to track from previous research and publications on apprenticeship training to current and future work. Consider an 800 X 800 matrix (approximately), with the

rows comprised of Standard Occupational Codes (SOCs) and the columns of Standard Industry Codes (SICs). The Bureau of Labor Statistics tracks employment within industries (SICs) by occupational codes (SOCs). If you wanted to determine the number of carpenters employed in the United States, you would look in the matrix for all SICs employing carpenters (newly revised and still tentative SOC 47-2031). On the other hand, if you are interested in carpenters in the construction industry, you would limit your search to industries grouped in the Major Occupational Group E, specifically E599 (Construction trades). With a computer aided search, this should be relatively easy until you note that E599 doesn't include 'helpers.' If one considers that the revised system is not fully adopted and functional, determining the population of individuals working in construction as apprentices becomes challenging. The new system and definitions is expected to be fully implemented for the next census. (A similar situation exists in other countries. Steedman complained of near identical problems when working with data from Germany and the U. K.³)

Federal law and regulation provide the individual states two options with respect to the administration of federally regulated apprenticeship training. The federal government will staff and maintain the bureaucracy or the state may establish an agency to administer the federal programs related to apprenticeship training within their borders, subject to federal oversight. If a state chooses the second option, the state is reimbursed by the federal government for the operating expenses incurred.

When the State started cooperation with the federal apprenticeship operations in 1939, no State funds were involved. The governor appointed members of a state-wide apprenticeship council who, individually and personally, paid their own expenses as they traveled throughout the State. Since 1947, the State of Florida is one of 27 states which, together with the District of Columbia, Puerto Rico, and the Virgin Islands, have opted to administer apprenticeship programs at the state level. Florida law provides that the Florida Department of Labor and Employment Security (hereinafter simply the Department of Labor or FDL) will have cognizance and responsibility for the development and enforcement of uniform standards for apprenticeship training. On the other hand, the administration for funding the program, other than the staff of the Florida Department of Labor, rests within the Florida Department of Education (hereinafter

the Department of Education or FDOE.)

With the Department of Labor, the Apprenticeship Section is charged with the responsibility for "... the development of the apprenticeship and preapprenticeship uniform minimum standards for the apprenticeable trades..." At the same time, under the Department of Education, the Division of Work Force Development has "... responsibility for assisting district school boards and community college boards of trustees in developing preapprenticeship programs in compliance with the standards..." established by the Department of Labor.

State funding for apprenticeship training is performance oriented and included within a legislative request for three programs: associates of science degrees offered through the community colleges; post-secondary adult vocational certificate programs (which includes the apprenticeship programs); and adult general education programs. The total request for FY 1999 amounted nearly 3/4 billion dollars for all programs. A total of \$240 million was earmarked for the vocational and apprenticeship programs.

State funding for apprenticeship programs is channeled through individual school districts and/or community colleges. The thrust of the formula that allocates the funds is that each district/community college will receive a portion of the funds that the legislature makes available based upon a total composed of 85% of their previous year's allocation and additional amounts based upon performance. The performance criteria are outputs (completions) and outcomes. The outcomes criteria are focused on the income that the apprentice receives after training and continuing enrollment in higher levels of post-secondary education. The law also directs that certain performance measures be given greater weight, e.g., programs of longer duration are weighted more heavily than shorter ones, as are programs that secure job placement for individuals in areas of high unemployment. Consequently, depending on how well a district/community college score, they could be faced with increases or decreases in funds.

Not all of the districts/community colleges allocate funds to the apprenticeship training programs in the same manner. Some directly hire the program coordinators, provide the instructors for the academic portion of the training, provide the materials and classroom spaces, and essentially retain all or most of the funds under their direct control. Others in essence hire the sponsoring organization to accomplish all or a portion of the necessary work, including

providing the instructors, materials, and facilities. In either case, the district school boards and/or community colleges are required to file an annual report with the Department of Education showing the disposition of the funding that was provided them.

The remainder of the funding that is required to support the apprenticeship training organizations comes almost exclusively from two sources: employers and the apprentices. Employers who have master labor agreements with unions normally are required to provide the unions with funds for the overhead costs of their apprenticeship training programs based upon the number of labor hours utilized and the wage rates for the individuals. Non-joint programs may receive compensation from employers or may, if the individual's employer decides not to fund the training, receive payment directly from the apprentice to cover administrative costs not reimbursed by the school district or community college that the program is affiliated with.

During interviews conducted with staff members of organizations that conduct apprenticeship training individuals were queried as to the affect of funding on their capacity to increase the number of individuals undergoing training. The increment of funding that is provided by the employer/student was not considered an obstacle as it would instantly increase or decrease with enrollment. Concern was voiced that the performance based allocation methodology ignored the fact that any training received was a benefit, and that completion/wage level statistics failed to capture that fact. The rationale was that an individual that spent a year in an apprenticeship program and then dropped, for whatever reason, was at least marginally better trained and therefore of benefit to the industry. Those interviewed also agreed that the programs could generally increase enrollment in the range of 20-30% without significant difficulty if qualified applicants were available.

There is one other key element in the State's oversight of apprenticeship training, which is the State Apprenticeship Council. The Apprenticeship Council is an advisory board, created by the legislature and appointed by the governor, with the duty of advising the Department of Labor on matters related to apprenticeship training. The legislation provides that the Apprenticeship Council will have 13 members: five members representing joint employee training organizations (unions with apprenticeship training); five members representing nonjoint training organizations (non-union organizations with apprenticeship training); two non-voting members who are the

division heads within the Department of Labor and Department of Education with cognizance over apprenticeship training; and the remaining member (also non-voting) to be the federal representative from the U. S. Department of Labor with oversight with respect to apprenticeship training in the State. The non-voting member from the Department of Labor is, by regulation, the permanent chair.

The duties and responsibilities of all of these individuals and entities, excepting the federal representatives, are set forth in Florida law in Chapter 446. A copy of this is appended as Appendix A. The Chapter contains material affecting matters other than apprenticeship training however these are not dealt with in the remainder of this report. The section of the Florida Administrative Code which embodies the rules adopted to implement the legislation is included as Appendix B.

The model for apprenticeship training is the same regardless of the occupation, be it watchmaker or mason; supervised and regulated on the job training (OJT) coupled with related education in a formal 'classroom' environment. It is the dual nature of the model, both the regulated OJT and the related academic training that differentiates the training from that which is strictly vocational or continuing education and offered in other programs. Individual workers in specific fields may become very good in that specific task by acquiring the skills necessary to complete the task. However, a journeyman who has completed an apprenticeship program will be skilled in several tasks rather than in one specific area. As an example, a journeyman in the plumbing trade would be expected to have training in both commercial and residential work and to be able to accomplish the requisite tasks in either area of construction. An individual who has had the same years of experience as a journeyman but has only worked with residential construction would not be expected to know the intricacies and code requirements for the plumbing in the plenum of an air conditioned building. Apprenticeship training programs require that the individual progresses in all facets of the trade, rather than concentrating on one specific area. It is this, together with the related instruction in such fields as construction mathematics and blue print reading, that makes the graduate apprentice (now a journeyman) so valuable to the employer.

A unique aspect of both the federal and state government's participation in the various

programs is that it is almost entirely oversight in nature. Other than training programs conducted by agencies such as in the Department of Defense, neither the federal nor the state government mandates training in any craft or trade. Rather, they facilitate other agencies and jurisdictions in establishing training, they establish certain standards for the training, and then monitor to ensure that those standards are adhered to. The establishment of training programs, the number of students enrolled, and ultimately the utility of construction apprenticeship training is industry led and industry driven. Construction firms provide the OJT aspect of the training and may pay the individual worker or reimburse the apprenticeship training agency for the costs of administering the program and the related, academic training. Consequently, failure or success of the entire or individual programs is an industry responsibility, and not that of either the federal or state oversight agencies.

The U. S. Department of Labor has accepted 835 separate trades as apprenticeable occupations. One should note that the definitions, etc., of the apprenticeable trades will probably change as a result of the pending revisions in the classification systems for industries and occupations. FDL is bound by the federal classification system and the state law is an echo of the federal when it defines:⁴

“...an apprenticeable occupation is a skilled trade which possesses **all** of the following characteristics (emphasis added):

- (1) It is customarily learned in a practical way through a structured, systematic program of on-the-job, supervised training.
- (2) It is commonly recognized throughout the industry or recognized with a positive view towards changing technology.
- (3) It involves manual, mechanical, or technical skills and knowledge which require a minimum of 2,000 hours of work and training, which hours are excluded from the time spent at related instruction.
- (4) It requires related instruction to supplement on-the-job training. Such instruction may be given in a classroom or through correspondence courses.
- (5) It involves the development of skill sufficiently broad to be applicable in like occupations throughout an industry, rather than of restricted application to the products or services of any one

company.

(6) It does not fall into any of the following categories:

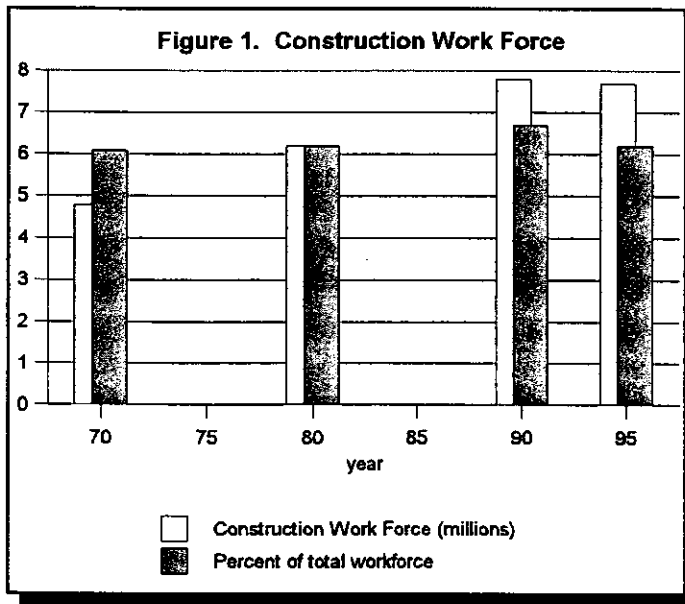
- a. Selling, retailing, or similar occupations in the distributive field;
- b. Managerial occupations;
- c. Professional and scientific vocations for which entrance requirements customarily require an academic degree.

A listing of the apprenticeable occupations, as of 1997, is included as Appendix C. A copy of a portion of the Federal Register for February 18, 1977, which establishes the current federal rules for apprenticeship training is included as Appendix D.

Current Position of the Construction Industry

Casual conversations, interviews, meetings with the general membership, the boards of directors and the permanent staff of construction organizations, and discussions with governmental leaders charged with the oversight of construction related activities all point to one fact: the single most critical issues facing the construction industry as it heads in to the next millennium is the absence of a well trained work force of sufficient size and depth to fulfill the industries demand. Simply, there are not enough new, trained, workers to reconstitute the dwindling population of craftsmen as well as provide the augmentation required for a growing

workforce.



The fact that the construction workforce is growing is sometime lost in the cyclic boom or bust environment which most contractors are familiar with. Employment within the construction industry lags the economic cycle, but generally following the up and down swings in the economy as a whole, but with a different periodicity. Census data,

depicted in Figure 1, show total employment in construction related industries as both a percentage of the work force and the total number of employees in the category. The data indicate that there has been an increase of almost 2 million individuals employed as construction workers since 1970. Further, the percent of the total work force engaged in construction has been, and remains, relatively constant at slightly over 6%.

Projections by the Bureau of Labor Statistics show that, during the period from 1994 through 2005 the total work force is forecast to increase at an annual rate of 1.2 % while the construction work force is predicted to increase more slowly at an annual rate of 0.9%. Given that these predictions are accurate, the implication for the construction industry and construction related training is that the demand for a trained construction work force will not abate significantly. If the construction related workforce remains at a nominal 6% of the population or declines just slightly, then a near constant percentage of a growing number is also a growing number. Consequently, the number of individuals needing training will continue to increase as older (and trained, either through OJT or formal apprenticeship) individuals drop from the labor force while, at the same time, the total construction labor force is expanding.

The fact that the current expansion of the construction industry is one of the direct causes of the shortage in trained personnel is also reflected in Table 1. The data show the job growth in major sections of the United States economy in 1998 as compared to their average growth during the period 1993-97.

Table 1. Growth in Economic Sectors⁵

Economic Sector	Percent Growth in 1998 as compared to previous 4 years
Government	+131.0
Services	-47.0
Finance, insurance, real estate	+161.0
Retail Trade	-82.0
Wholesale Trade	+10.0
Transportation & Utilities	+18.0
Manufacturing	-307.0
Construction	+63.0
Mining	-26.0

industry supports it. The administration of the program within the Department of Labor is purely oversight. While the government recognizes and promotes a trained workforce it does not actively seek the creation or expansion of programs.

The chain of responsibility for apprenticeship training, assigned by law to the Department of Labor flows from the Secretary, through the Division of Labor, Employment, and Job Security, thence through the Bureau of Job Training finally ending in the Apprenticeship Section. This office:

- establishes standards for apprenticeship training for all trades;
- accepts and approves or rejects applications from organizations desiring to offer apprenticeship training;
- through field employees, monitors the application of the established standards within organizations that have been approved to offer apprenticeship training;
- and maintains records and provides information to appropriate federal and state agencies.

As of March 3 of 1999, the state's Department of Labor listed 349 registered apprenticeship programs that they were monitoring (Appendix E). This includes all trades but is not indicative of the number of individual crafts, since a registered program may conduct training in more than one area.

A more up-to-date listing provided by the Department through their access to the federal Department of Labor's computer system, indicated a slightly different number of programs as being active in the state with the statistics as shown in Table 3.

Table 3. Active Apprenticeship Training Summary, March, 1999

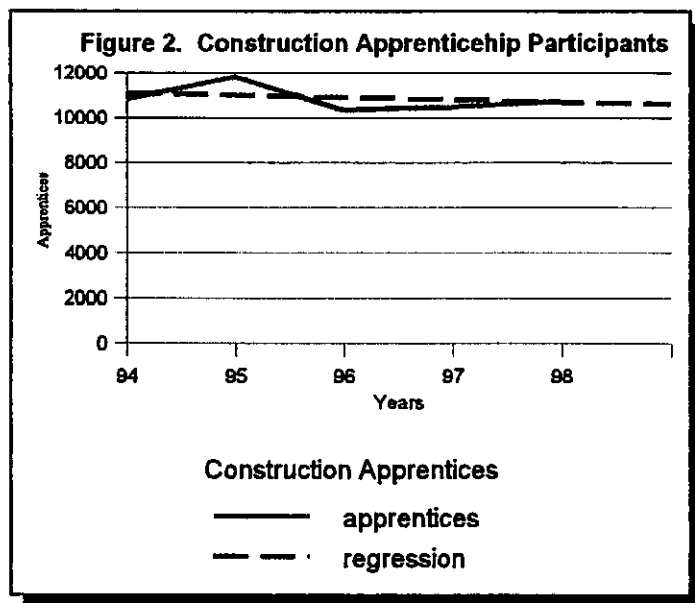
Active Programs	376
5 or more apprentices	223
1-4 apprentices	89
no apprentices	64
total apprentices in training	14509
male	13054
female	1255
minority	4351
age when starting	
16-22	29%
23-28	31%
29-34	18%
over 34	21%

The fact that the numbers will not stand still and that different statistics are quoted for different dates is not surprising in a dynamic environment. Previous work (done in 1997) had identified approximately 135 organizations in the state that were offering apprenticeship training for trades related to the construction industry with many of these conduct training for more than one trade.⁸ More recent statistics data (March of 1999) show, at that instant in time, there were 183 different agencies which were registered as construction related apprenticeship training organizations throughout the State. Statistical data for enrollment at that time is shown in Table 4.

**Table 4. Apprenticeship Enrollment in Florida
March 25, 1999**

Total Enrolled	Construction		Construction Female		Construction Minority	
16,854	11,812	70%	388	3.3%	2,436	20.7%

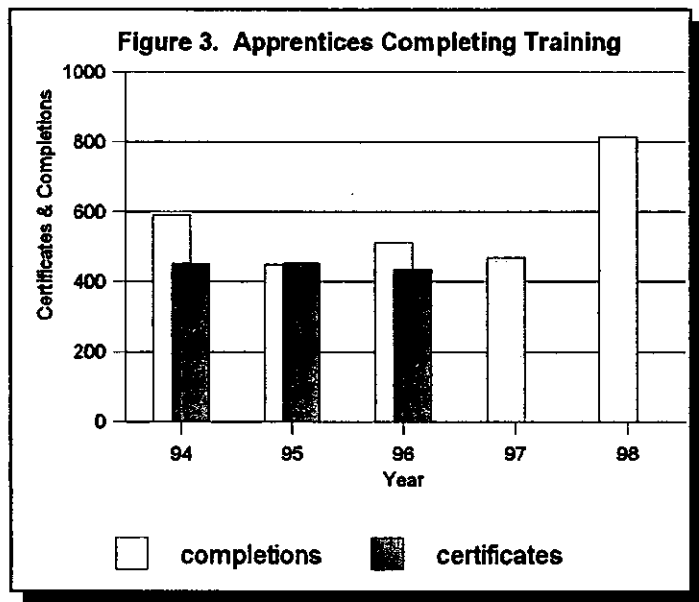
Data for previous years was obtained from the FDL identifying the total number of individuals participating in a recognized and approved construction related apprenticeship training programs in the State of Florida. These data are depicted in Figure 2. The trend line (a simple linear regression) over the same period is downward sloping. While the decrease is small, it should be viewed in the context of an increasing workforce. Consequently, a decrease in apprentices, coupled with an increase in the overall population in the workforce is a further indication



that the overall competency in the individual trades which make up the construction workforce will continue to decline in the near term. Simply, things will continue to get worse before they get better. In the short term, they will improve only if there is a decline in the construction workforce, which is not the current prediction. In the longer term, the only way out of the hole is to increase the number of trained individuals at a rate that exceeds the growth in the workforce.

An additional indicator which causes concern is found in the number of individuals in the State of Florida who have completed a construction related apprenticeship program. A previous work done on apprenticeship training provided a chart showing the number of certificates of completion that were issued in the previous

several years.⁹ These data are replicated in Figure 3 together with the number of completions taken from data furnished by the Department of Labor. The difference in the data is due to the fact that not all individuals who complete a construction related apprenticeship training program necessarily receive a certificate. Individuals must apply for it and there is no requirement to do so. If a linear regression is performed on the



completion data from 1994 through 1997, the slope is downward. However, the number of apprentices that were reported as completing training in FY 1998 reverses that trend. At this point, the data for FY 1999 are not available to determine if this is a one time occurrence. If the reversal is indicative of what is really occurring in construction related apprenticeship training, then the trend is certainly in the right direction.

IV. Study Elements and Data

The primary efforts of the research team were focused on the following study elements:

1. Enrollment. What are the demographics of individuals enrolling in construction related apprenticeship training?
2. Source of related training educational materials. Where do the various training organizations obtain their academic materials used for class-room instruction?
3. Compiling and correlating data concerning those who completed the training.
4. Compiling and correlating data concerning those who did not complete the training.

The objective of the work done was to determine if it is possible to relate entry level personnel data to probable completion rates in order to better allocate the resources to those who are most likely to complete construction related apprenticeship training.

Sources of Information

The team contacted 26 agencies throughout the state which were sponsors of construction related apprenticeship training to determine their willingness to participate in the study. Original contact was by letter, followed by telephone calls, and later by site visits. Of those that initially indicated a willingness to participate, seven were selected and four eventually provided useful data.

The study team obtained copies of literature advising of the availability of their programs from each of the participating agencies. In addition, personnel with the agencies were interviewed concerning their recruiting and were asked to provide copies of any screening or application forms that were used. Based upon these meetings and the information provided, the study team prepared a questionnaire/survey form which was intended to answer the question as to the demographics of individuals entering construction related apprenticeship training programs.

An initial survey was conducted with one organization to determine the adequacy of the survey. As a result of this limited sample, a revision was made to the questionnaire/survey form to include data elements that might be of interest but which were not requested in the initial form. Subsequently, the revised survey was provided to the participating agencies with the request that they administer it to current enrollees. A copy of the revised survey is included as Appendix F.

The primary data source concerning persons dropping from the programs was the Department of Labor. The Department requires organizations that sponsor apprenticeship training to furnish

data concerning individuals who are dropped from the training. A copy of the personnel action form documenting the drop is included as Appendix G. A search of the records for the previous two years was conducted, not only for those organizations that furnished data on current enrollment, but for also for randomly selected organizations that engaged in training for the same crafts.

The participating organizations were also queried as to the source of the related training material that was utilized. In this area, the research team also benefitted from data previously collected regarding construction related apprenticeship training. A portion of the material that was collected but not used was directly applicable to the current one.¹⁰

The team reviewed the sources of related training material from information provided by 70 program sponsors. Some of the sponsors provide apprenticeship training in more than one trade, consequently the review covered 123 separate apprenticeship programs. Only two of the sponsors indicated that they developed their curriculum locally and neither of them furnished additional data for this report. The remainder indicated that the instructional material was provided by a union organization, a contractor's organization, or in the case of the Navy, schools developed by them or civilian institutions that were pertinent to the trade. (The Navy was the largest single trainer for which data were obtained. At the time that the data were reported, there were 73,806 individuals undergoing apprenticeship training in 89 distinct trades. Approximately 7,000 of these were in construction related skills.)

Sampling Methodology

There are two general methods of selecting a sample for statistical purposes: probability sampling and non-probability sampling.¹¹ Generally speaking, if all of the individuals in a population to be sampled have the same probability of being included in the sample, then the sampling is considered to be probability sampling. Since there was no attempt or intent of random sampling from the entire population of construction apprentices, the data gathered for this study is an example of non-probability sampling.

There are several problems involved with the use on non-probability sampling which the research team attempted to avoid or at least to limit their effect on the data. The first of these was geographic. In order to obtain a sample population that was representative of the entire state, the

team set up geographic areas and made the original contacts with agencies that conducted training in each of these areas. In as much as those programs in the lesser populated areas did not participate in any meaningful fashion, the data utilized in the study are representative of major metropolitan population centers. However, the study team does not consider this, alone, to be a debilitating factor. In retrospect, the initial selection should have been made using a weighted factor which depended upon the population and the size of the apprenticeship programs in the areas. A straight geographic determination could have the effect of providing an unbalanced number from an area that had scant population and training distribution.

The research team attempted to avoid a second problem with the non-probability type of data by ensuring that apprentices for different trades were represented from each of the geographic areas. If all of the apprentices from one area were steel workers, while all of the carpenters surveyed were from a different geographic location, one would not be able to determine if the difference in the two sample groups was a result of differences in personal preferences as reflected in occupations or if any differences found were a result of a geographic bias. This effort was only partially successful and the ramifications of this will be apparent later in the report. Several trades were surveyed in each of the geographic areas but, as indicated above, not all geographic areas were covered. The predominant portion of the useful data was from agencies located in the large metropolitan areas along the East coast. The research team does not consider that it materially effects the results for the simple reason that the larger apprenticeship training agencies, their apprenticeship programs, and the apprentices are necessarily found in the more populated areas.

The research team also notes, without considering it to be a detrimental factor, that the survey data were collected over a period of several months. Consequently, one cannot assume that the snapshot of the population that is presented below is untainted by the time lag between the first and last data samples.

When one attempts to determine the sample size required to assure a degree of validity, the mathematical rules which apply to probability sampling technically do not apply to the non-probability case. Simply, there is no way that the reliability or accuracy of the non-probability samples can be tested. By definition, the sampling technique does not meet the criteria that everyone in the population has an even chance of being surveyed. However, if these rules were applicable, given a population of approximately 11,000 individuals undergoing construction related

apprenticeship training in Florida; desiring a degree of confidence in the results of 0.90; and assuming that a 10% error rate is acceptable; a worst case required sample size can be calculated by the following formula:

$$n = p(1-p)\{z/E\}^2 \quad \text{where}$$

n is the desired sample size;

p is the estimated proportion of the population which, in the worse case, can be assumed as 0.5;

z is the statistic associated with 0.9 degree of confidence;

and E is the maximum tolerable error.

Making the appropriate calculations, a sample size of 68.69, or roughly 70, would be sufficient. As will be seen in subsequent discussion, the sampling done was more than sufficient to satisfy this criteria.

For completeness, it should be mentioned that while sample sizes that are too small may lead to unreliable results, too large a sample size can also cause a problem. With increased sample size, effects that would be insignificant in normal sampling may be found to be statistically significant when the sample gets close to the size of the total population. With very large sample sizes in a restricted population, almost anything that is measured will turn out to be significant.¹² It is easy to avoid this problem.

Sample Data

Data are generally recorded in one of two formats: metric and non-metric. Metric data are those that describe and quantify. A person's age is an example of metric data. Non-metric data describe but do not quantify. Gender is an example. Simply being a male or a female describes an attribute but does not measure how much of the attribute is present. The data collected for this study is primarily non-metric. Even in case where metric data could have been used, the data was gathered in ranges (blocks).

Survey sample data were collected from approximately 450 individuals enrolled in apprenticeship training. Survey forms from those individuals who completed the initial survey were discarded due to revisions in the questions asked. Survey forms from individuals that did not reply to a majority of the questions were also discarded. The resulting sample size of usable forms was

275.

Data were taken from the survey forms and transcribed into a standard spread sheet. Metric data were transcribed directly while the non-metric data were assigned codes that would allow for subsequent statistical manipulation. Instead of recording (m) for male, a numerical code was utilized with (1) representing male, (2) representing female. Similar coding was applied to all of the non-metric data and a copy of the spread sheet information, including a code key, is provided following the survey form in Appendix F. Similar spread sheet information was taken from the Department of Labor information, coded, and recorded for later use. That spreadsheet information is provided following the Code Sheet Form of Appendix G.

Data Reduction-Current Enrollment

The survey data obtained from those currently enrolled in construction apprenticeship training provided the elementary statistics shown below. Numbers correspond to the questions on the surveys. While the number of individual surveys that were ultimately used for data purposes was 275, not all individuals answered every question. This was taken into account when doing the statistical work and calculating percentages.

1. The median age group for the respondents was 22-25. A fact that is probably not lost on those that administering the training, but which was surprising to the research team was that 143 individuals (which is 52% of the sample) indicated an age greater than 25 years.
2. The programs were almost exclusively male. There were only 3 female respondents, which amounts to approximately 1% of the sample. As a comparison, in all of the federally certified apprenticeship programs in the United States and its possessions, 8% of those enrolled are female.
3. The overall level of education is slightly in excess of that required for a high school diploma, 12.15 years.
4. Despite the fact that all of the programs which provided data required that the individuals in training have either a high school diploma or an equivalency certificate, 12 of the respondents indicated that they did not. This amounts to 4.4% of the population. The flip side of this is, obviously, that 95.6% did.

5. Data concerning marital status are displayed in Table 5.

Table 5. Marital Status
(Percentages do not add due to rounding error)

Single	Married	Separated	Divorced
137	118	2	18
49.8%	42.9	0.9%	6.5

6. Data collected concerning the number of dependents that the apprentices were supporting shows that, excluding the seven individuals indicating that they had more than 4 dependents, the average number of dependents was 1.57. The seven that indicated that they had more than 4 dependents were excluded because, from the sample data, there was no way to determine the actual number of dependents they were supporting.
7. Apprenticeship regulations required that apprentices be employed in the trade for which they are training. Consequently, it was not surprising that the number of unemployed was low; 5, or 1.8%.
8. Data concerning current wage rates for the apprentices is displayed in Table 6.

Table 6. Wage Rates

<\$6	\$6-\$7	\$7-\$8	\$8-\$9	\$9-\$10	>\$10
4	2	26	66	60	115
1.5%	0.7%	9.5%	24.2%	22.0	42.1%

9. The apprentices were asked to provide longevity data on their previous or current employment. That data are displayed in Table 7.

Table 7. Employment Longevity
(Percentages do not add due to rounding)

<1 year	1-2 years	2-3 years	>3 years
15	37	69	150
5.5%	13.5%	25.2%	54.7%

10. Given that individual apprentices are required to be employed as a condition of continuing in apprenticeship training, it is not surprising that all but one of those indicating that were unemployed had been so for a period of less than three months. The lone individual that had been unemployed for a longer period was in the range of 3-6 months.
11. Sixty-two (62), or 22.5% of the individuals surveyed were either currently, or had been in the past, a member of an organized military unit.
12. Of those individuals who had or were currently a part of an organized military unit, 11 (17.7%) had received training while in the military that was in the same craft/trade for which they were enrolled in apprenticeship training.
13. A total of 53 individuals (19.3%) who were enrolled in the apprenticeship programs had received formal training for their craft outside of the current program in which there were participating.
14. There were 25 of the apprentices (9.1%) that were enrolled in other educational programs at the same time as they were enrolled in the apprenticeship training.
15. Fifty-four (54) of the respondents (20%) indicated that they considered themselves as a member of a minority group. The choices given were African American, Hispanic, Asian, or Native American. However, the survey did not further divide the 'minority' status to indicate to which of these sub-groups the individuals belonged. The minority participation is substantially below that for all federally certified apprenticeship programs. Currently, the minority participation nationwide is 27%. It is interesting to note that, of the three female respondents, only one considered that she was a member of a minority group. Gender was not listed as one of the classifications for minorities.
16. A clear majority, 253, or 92.7% of the respondents were United States citizens. It should be noted that there was no rule or regulation, in any of the programs, that required that the individuals be either native or naturalized citizens.
17. The apprentices were asked to provide their hourly wage expectations upon completion of training. The wage rates were aggregated into ranges, and the responses are shown in Table 8.

Table 8. Hourly Wage Expectations

< \$10	\$10-\$12	\$12-\$14	\$14-16	\$16-\$18	>\$18
25/269	53	84	43	63	1
9.3%	19.7	31.2%	16.0%	23.4%	0.4%

18. None of the programs required that an applicant be a resident of the State of Florida, and there was no requirement in any of them that the individual have residence within the State for any particular period. However, the data were gathered as a measurement of the benefit being provided to citizens of the State. The information is tabulated in Table 9.

Table 9. Florida Residency, Years

<	2-4	4-6	6-8	8-10	10-12	12-14	>14
10	17	18	13	15	14	13	169
3.7%	6.3%	6.6%	4.8%	5.5%	5.2%	4.8%	62.4%

19. The respondents were asked if they had been convicted of a crime, other than minor driving offenses, for which a jail or prison sentence could have been imposed. There were 35 individuals (13.1% of the respondents) that answered positively.
20. The individual respondents were queried as to how they learned of the opportunity for apprenticeship training. The choices of answers, and the individual responses, are displayed in Table 10.

Table 10. Source of Information Concerning Availability of Training
(Percentages due not add due to rounding)

Friend	Employer	Advertisement	Union	School	Other
163	6	28	16	23	21
63.4%	2.3%	10.9%	6.2%	8.9%	8.2%

21. The respondents were also queried as to parental education in two separate questions.

The information provided is tabulated in Table 11. There was a notable lack of response for these questions. It should be noted that there were a different number of respondents to the two questions, therefore different percentages for the same number of responses.

Table 11. Parental Education
(Percentages may not add due to rounding)

	≤10	11	12	>12
Father	10	3	68	56
Percent	7.2	2.2	49.6	40.9
Mother	24	3	95	44
Percent	14.5	1.8	57.2	26.5

22. The respondents were also asked if any family member, defined as father, mother, sister, brother, aunt, uncle, or cousin was employed in the same occupation for which they were now training. 53 of 241 responses (22.0%) were positive.

Data Analysis - Current Enrollees

An examination of the data detailed above leads to the following conclusions concerning individuals that were enrolled in the apprenticeship training programs at the time that the surveys were taken.

- The average individual is older than may be expected. 52% of those surveyed indicated an age over 25. These are not recent graduates from high school. This has implications for those that are looking to increase the size of apprenticeship programs as well as for those who are conducting the training. If one assumes that those enrolled in apprenticeship training will be the construction trade leaders in the future, then the obvious conclusion is that the industry is not competing very well in the age groups between high school and early adulthood.
- The proportion of women in construction is well below the national statistics for women that are employed in the national work force. The Statistical Abstract for 1997 shows that 46.2% of the total U. S. workforce is female.¹³ Previous research has indicated that nationally the proportion of women in the construction related trades is approximately 8.5%. However, the

apprenticeship data gathered for this study shows that only 1% of the sample was female.¹⁴ Just as the availability of apprenticeship training is not filtering through the public education system, it is not being presented to women as an acceptable and viable career path. If individuals are aware of the possibilities and income differentials, there will be some proportion of the population that will choose based on both career paths and the need for additional income.

Two pieces of information that come to mind: in 1997 the average retail worker (more likely to be female than male) had an annual income of \$13,878, while the average construction worker (more likely to be male than female) had an annual income of \$29,093.¹⁵ This is a definite selling point for construction related training. Using the data of Table 5, limiting the lower wage to \$6 per hour and the upper to \$11 per hour, one can compute a weighted average wage for apprentices of \$9.88 per hour. Consequently one can project that the "average" construction trade apprentice would make \$19,760 as an annual wage (40 hours per week over 50 weeks). Again, an obvious selling point when talking to an individual working in the retail trades. Using the same methodology for the data of Table 7, limiting the lower wage to \$10 per hour and the upper to \$19, a weighted expected wage rate of \$15.19 hourly, and an annual income of \$30,388 can be projected. This latter computation shows that expectations of annual income are not much different than 1997 actual data.

- The apprenticeship population is just about evenly split between those that are single and those that are, or have been, married. While a large majority (63.2%) of those indicating that they were single also indicated that they were not supporting any dependents, it was not unusual to find single individuals indicating that they were supporting more than four dependents. This, again, reflects the maturity of the population found earlier.
- One of the most significant facts that emerges from the survey data is that the largest single source of information concerning the apprenticeship programs is friends; not the construction industry; not trade organizations; not employers; not unions. Friends who, presumably, are enrolled in the apprenticeship training, are providing the link between those without craft and skill training and the programs that provide that training. The data displayed in Table 9 clearly demonstrate that the employers complaining about the lack of trained personnel are apparently almost ineffective in guiding individuals into the apprenticeship programs.

Drop out Sampling

As indicated previously, the primary source of data for why individuals drop from construction related apprenticeship training was information contained in the files of the Department of Labor. Records for approximately 450 individuals were reviewed, and the data for 220 tabulated and included in Appendix G. The records that were reviewed and not tabulated were incomplete in at least two of the elements that the reviewer considered important to the study. No records were reviewed for periods before 1997.

It was apparent from a review of the documentation that is provided to the Department of Labor that there is a considerable spread in the quality of the reporting between the various program sponsors. Some sponsors expended the necessary effort to complete the forms correctly, others appeared to be much more haphazard in their approach to the task. Complaints voiced in previous studies conducted in this area concerned the difficulty in obtaining data concerning the apprenticeship training programs. A significant portion of this difficulty can be traced back to the individual program sponsors that are not providing clear and complete documentation as requested by the State. Participating program sponsors should be made aware of the fact individuals or agencies attempting to aid their programs and improve the quality as well as increase the quantity of apprenticeship training in the State are hampered by the quality and completeness of the information that these sponsors make available.

The following elementary statistics were developed:

1. None of the individuals whose records were reviewed were female.
2. 35.6% of the drop-outs were members of one of the minority groups.
3. 7.7 % of the drop-outs were veterans of military service.
4. Individuals were dropped from the apprenticeship programs for the reasons indicated in Table 12.

Table 12. Reasons for Leaving Apprenticeship Training

Reason	Number	Percent
Left to accept related employment elsewhere	5	2.5
Left to accept non-related employment	9	4.5
Unsatisfactory performance	40	20.0
Became unemployed and could not find employment in the field	5	2.5
Transferred to another apprenticeship trade	2	1.0
Illness or death	3	1.5
Program canceled by sponsor	14	7.0
Voluntarily quit while performance was satisfactory	82	41.0
Other. Reason for drop not provided	40	20.0

- The average number of months that individuals who dropped from apprenticeship training had spent in the program was 15.31.
- The proportion of individuals who voluntarily dropped from the programs while their overall performance was considered satisfactory is twice that of any other reason recorded.

Comparisons

The elementary statistics of the two groups, current enrollees and drop-outs, can be compared for similarities and differences with the realization that there is a difference in the time spans involved.

1. Gender. There were essentially no females in either group. Consequently this cannot be considered a factor when analyzing the differences in the two groups.
2. Educational level. All of the participating sponsors that provided information required a minimum level of educational attainment equivalent to graduation from high school. Given that the actual level of attainment in the enrolled group approximated the requirement, then it was decided that this would not be a factor pointing to differences in the two groups. During interviews conducted with various sponsors, individuals voiced concerns of low

enrollment and the thought that the educational standard may be too high. While there are nine states that have a higher percentage of non-high school graduates in the general population over 25 years of age, only one (Nevada) had a higher percentage of high school drop-outs occurring in the most recent data available from the Bureau of the Census.¹⁶ Lowering the attainment level for apprenticeship training may offer an alternative to high school completion/graduation that could further aggravate the problem. In addition, studies conducted for the Department of Defense have long indicated that the best single predictor of an individual completing a term of enlistment is a high school diploma or its equivalent. A reasonable assumption would be that the same predictor would be valid for apprenticeship training. Lowering of the standards could bring a commensurate increase in the number of drop-outs. Considering the importance that performance based budgeting places upon completions and job placement, any action that could potentially decrease the percentage of completions should be considered very carefully before implementation.

3. The percentage of enrolled apprentices that were veterans or, at that time, member of a military unit was 22.5%, while the proportion of the dropouts that were veterans was 7.7%. The implication is that veterans are more likely to stay in the apprenticeship training programs than not. Consequently, program sponsors that are in population centers which have military facilities close by may want to liaison with the separation centers at these facilities in order to make individuals aware of the availability of their programs.
4. The minority proportion of the enrollees surveyed was 20%, while that of those that dropped from the training was 35.6%. This is a significant difference and actually requires analysis which is beyond the scope of this study. However, the data make it clear that steps should be taken to correct whatever problem exists.

Drop-Out Interviews

The team obtained the names of 66 individuals who had dropped from apprenticeship training during 1997 and 1998, with an action code indicating that the drop was either voluntary or "other." The assumption was that these were individuals whose records indicated they were making satisfactory progress but who decided to quit. Emphasis was placed on locating those individuals who had been apprentices for more than a year. Attempts to locate and interview these individuals

were, for the most part, not successful. Only 11 (16.7%) of the former students that met the criteria were eventually contacted. After contact was made and verified, the interview consisted of four questions:

1. Are you currently employed? Nine of the eleven were.
2. Are you employed in the trade for which you were apprenticed? Five were, and two more were working in another construction related trade.
3. Why did you drop from the program? One individual indicated that he had passed the journeyman's test in his trade and felt that continuing in the apprenticeship program would not be beneficial to him. One individual stated that he decided to take a second job which interfered with the related training. Three individuals considered that the training received was not worth the effort. Five more said that they had no particular reason other than they had other things that they would rather do. One individual stated that he would not give a reason.
4. Did the training received up until the point of leaving the program add to their ability in their trade? Five indicated that it did, four indicated that it did not, and two had no opinion.

Additional Analysis

Earlier in the report reference was made to the fact that the data gathered are non-probability in nature and, for the most part, non-metric. When one has gathered data from several different sources it is useful to know if the sources have the same characteristics. If so, then future work and projections could be made by looking at the data from one or two of the sources and knowing that any trends and projections made would closely approximate that which would be expected from using all of the sources. If an average for one trait for all construction workers is the same as the average trait as, say, all carpenters, then future work is easier as only carpenters have to be talked to concerning this trait. Similarly, if the average for a trait for all construction workers is the same as the average for that trait for construction workers in a selected geographical area, then one only needs to talk to workers in that area when making forecasts concerning the trait. In either case time, money, and effort can be saved without sacrificing the accuracy of the prediction.

The type of statistical analysis performed to test for this similarity of sample populations is known as Multivariate Analysis of Variance (MANOVA). It is the extension of a more common

statistical technique and allows the researcher to accommodate more than one dependent variable and measure the differences for two or more metric dependent variables based on a set of non-metric variables acting as the independent variables. In the more simple case with one dependent variable and several independent variables, the functional equation would be:

$$Y_1 \text{ (metric)} = \text{some function of } X_1 + X_2 + \dots + X_n \text{ (all non-metric)}$$

In the multivariate case, the formula takes the form:

$$Y_1 + Y_2 + \dots + Y_n \text{ (all metric)} = \text{some function of } X_1 + X_2 + \dots + X_n \text{ (all non-metric)}.^{17}$$

Two problems arise with the data obtained through the surveys and the use of this type of analysis: the data are non-random; and almost all of the data are non-metric. As stated previously, random sampling is required for the use of most statistical techniques but one can get at least an approximating statistic from non-random sampling. On the other hand while it is possible to compute the numerical average of the replies to a Yes-No question, translated to data as 1 or 2., such an average is statistically meaningless. Coding the data responses in numbers did not obviate the fact that the data are non-metric. Consequently the data from the surveys could not be used with the standard statistical tools available to confirm either case: the similarity of trade groups or the similarity of geographic groups.

The unfortunate result is that one cannot examine the current enrollee and drop-out data make judgements or forecasts as to the "goodness" of any individual training sponsors, their conduct of related training, or their related training materials. While it would be satisfying to be able to predict (and therefore be able to change) the drop-out rate for programs based upon selected factors, the data that are available do not allow this.

Findings and Conclusions

The first conclusion is not startling to those engaged in apprenticeship training programs, but it may be startling to those who are not. *Apprenticeship training is almost entirely industry driven and is a function of industry investment.* Without the coercion to force support of the training programs that labor unions were able to mount, program sponsors must rely on the voluntary cooperation of construction firms and the aggressiveness, willingness to learn, and the drive to excel of the individual worker. The majority of construction firms are small, with three quarters of the firms employing less than 20 people. Statistically, firms with less than 50 employees neither conduct or provide significant training for their workers. While the construction industry realizes the necessity for a better trained workforce, actual industry actions to correct the problem are probably less than those required or desired.

The second conclusion follows from the first. *The magnitude of the training (or lack thereof) problem is greater than was anticipated during less robust economic times.* The construction workforce has been expanding; individuals who were in the workforce are aging and retiring; and an insufficient number of individuals have started/completed apprenticeship training to replenish and expand the pool of trained workers. If there were enough trained workers at the start of the cycle, the expansion and natural aging process with insufficient replenishment means that there are not enough now. If there were insufficient trained workers at the start of the cycle, the problem is worse.

The third conclusion is that *the current apprenticeship programs can accommodate an increase in enrollment if qualified applicants can be found and induced to become apprentices.* This is not to say that adjustments in funding will not be required if there are large increases in the enrollments. It does mean that the programs are in existence and the foundation for increased participation by the industry is in place.

The fourth conclusion is based upon trends and forecasts of the Bureau of Labor Statistics. To the extent that these are correct, *the problems associated with the lack of trained craftsmen will continue and become more severe in the near term.* Simply, the industry has not increased the amount of training provided commensurate with the increase in the size of the workforce. Just doing simple arithmetic verifies this is happening within the State of Florida. There are approximately 12,000 individuals in the construction apprenticeship programs. If the number is

static, the best case (and entirely wrong) scenario would provide 3,000 new journeymen a year for a workforce that currently numbers 324,000. While all new hires are not journeymen, and there are flows in and out of the system from outside sources, crunching the numbers on a forecast 0.9% expansion rate shows that a steady stream at an 100% completion rate would not produce enough trained individuals to satisfy the expansion, much less any retirements or other exits from the workforce.

The team was concerned that the sampling techniques and sample size would be correct for the information desired and the level of statistical significance and accuracy standards adopted. Despite the fact that there is a problem associated with the use of non-probability data in lieu of random sampling, *the team found that the sample sizes and use of non-probably data were appropriate.*

The team also concluded that the data analysis provided the following:

- *there is limited success in enrolling participants in the apprenticeship programs directly after high school.* The data showed that the average age of those enrolled in the programs was in excess of twenty-five.
- *the proportion of women in the State's construction apprenticeship programs is well below the average for the total national workforce and well below that for women in the national construction workforce.* The percentage of women in the national construction workforce is 8.5%, while the enrollment in the Florida construction apprenticeship programs was slightly less than 1%.
- *marital status is not a valid statistic to predict enrollment in apprenticeship programs.* The percentage of married and unmarried (including separated and divorced) enrollees was about the same. A parallel to this is that the incidence of married individuals is an indicator of a more stable, less geographically mobile workforce. Anything other than speculation on this is beyond the scope of this report.
- *a large majority of the enrollees indicated that their original source of information concerning the availability of the apprenticeship programs came from friends, not from employers.* This is, in part reinforces the earlier conclusion that apprenticeship training is industry driven and requires an investment by the industry that, in the recent past, has apparently been lacking.

- *the percentage of minorities enrolled in construction apprenticeship training is smaller than the proportion of minorities in the construction workforce.* Nationally, minority workers account for 27% of the construction workforce while only 20% of the current enrollment in the construction apprenticeship programs are minorities.
- On the other hand, *nearly 36% of the individuals dropping from the apprenticeship programs before completion are minorities.* The combination of the two, under-representation in enrollment, over representation in drop-outs, should be a matter of concern. Several items can be ruled out as contributing factors based upon the data gathered for this study: educational attainment (since essentially all participants has either a high school diploma or GED certificate); marital state (no significant difference between minorities and non-minorities) and number of dependents.
- *individuals with previous or current military service tended to have a lower drop-out rate than those with no military service.* The obvious conclusion that one can draw from these statistics is that apprenticeship program sponsors in areas where there are large military installations may want to ensure that they take advantage of a pool of individuals who are being released from active service but desire to remain in the area and are looking for employment.
- *the data do not provide statistics that would support one source of related instruction course content/material over another.* There are significant differences in the drop-out rates between programs, but the demographics of the enrollees within each of the programs from which the sampling occurred are also significantly different. Consequently, it was not possible to isolate any particular reason for variation in drop-out rates.

Recommendations

The following recommendations flow from the findings and conclusions:

1. *A vigorous, statewide program should be undertaken to increase the active participation of the construction industry in the existing apprenticeship training programs.* Construction managers are aware of the shortage of trained personnel. However, awareness of the problem has not necessarily translated into action to assist in correcting it. What is required is the will and the resources to ensure that the personnel currently in the workforce are made aware of the opportunities that exist. There is a requirement for investment in human capital at the trade and craft level.
2. *Similarly, a vigorous and sustained statewide program should be undertaken within the primary and secondary educational system to make high school students aware of apprenticeship training, its benefits, and its rewards.* The fact that the most frequent method by which individuals become aware of apprenticeship training is through friendship with someone engaged in the training is indicative that the educational system in the State is not presenting a comprehensive set of occupational alternatives.
3. *Apprenticeship training sponsors should make a concerted effort to increase the number of females in their programs.* No data was obtained indicating what might be expected as far as completion rates since there are essentially no women participating in the program. The lack of participation points to an undeveloped source of apprentices that should be explored.
4. *Similarly, in geographic areas where it is appropriate, apprenticeship training sponsors should make an concerted effort to increase the number of apprentices with a current or former military background.* The data indicate that they are more likely to complete the programs than others.
5. *Caution should be exercised when contemplating a reduction in the requirement for a high school diploma or GED certificate as a pre-requisite for apprenticeship training.* All of the organizations that participated in the data collection had the diploma/GED certificate as a

requirement for enrollment. While it may be tempting to consider augmenting the pool of possible participants by lowering standards, lowering standards for entrance automatically translates into lowering standards for exit and/or an increase in the drop-out rate.

6. *Additional study was warranted to determine the discrepancy between minority accessions and early drops.* The causal factors for the difference between the accession rate of 20% and the early drop rate of 36% for the apprenticeship programs is not apparent from the data.
7. The data do not reveal any trend in the drop-out rates which can be attributed to the source of the educational material used in the related (academic) training. Consequently, *no action is recommended in this area.*

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APPENDIX A

Chapter 446 Florida Statutes

Apprenticeship Training

Note: The print has been reduced in size in order to save paper.

446.011 Legislative intent regarding apprenticeship training.—

(1) It is the intent of the State of Florida to provide educational opportunities for its young people so that they can be trained for trades, occupations, and professions suited to their abilities. It is the intent of this act to promote the mode of training known as apprenticeship in occupations throughout industry in the state that require physical manipulative skills. By broadening job training opportunities and providing for increased coordination between public school academic programs, vocational programs, and registered apprenticeship programs, the young people of the state will benefit from the valuable training opportunities developed when on-the-job training is combined with academic-related classroom experiences. This act is intended to develop the apparent potentials in apprenticeship training by assisting in the establishment of preapprenticeship programs in the public school system and elsewhere and by expanding presently registered programs as well as promoting new registered programs in jobs that lend themselves to apprenticeship training.

(2) It is the intent of the Legislature that the Division of Jobs and Benefits of the Department of Labor and Employment Security have responsibility for the development of the apprenticeship and preapprenticeship uniform minimum standards for the apprenticeable trades and that the Division of Workforce Development of the Department of Education have responsibility for assisting district school boards and community college district boards of trustees in developing preapprenticeship programs in compliance with the standards established by the Division of Jobs and Benefits.

(3) It is the further intent of this act that the Division of Jobs and Benefits ensure quality training through the adoption and enforcement of uniform minimum standards and that the Bureau of Apprenticeship of the Division of Jobs and Benefits promote, register, monitor, and service apprenticeship and training programs and ensure that such programs adhere to the standards.

(4) It is the intent of the Legislature that this act not require the use of apprentices on construction projects financed by the state or any county, municipality, town or township, public authority, special district, municipal service taxing unit, or other agency of state or local government. Notwithstanding this intent, whenever any government or agency of government employs, of its own choice, apprentices or employs contractors who employ apprentices, the behavior of the government and the contractors employed by the government shall be governed by the provisions of this act.

History.—s. 1, ch. 23934, 1947; s. 11, ch. 25035, 1949; s. 1, ch. 28037, 1953; s. 1, ch. 63-153; ss. 17, 35, ch. 69-106; s. 1, ch. 72-113; s. 53, ch. 73-338; s. 29, ch. 79-7; s. 1, ch. 79-397; s. 284, ch. 81-259; s. 1, ch. 82-52; s. 18, ch. 83-174; s. 4, ch. 85-75; s. 7, ch. 95-345; s. 16, ch. 97-98; s. 35, ch. 97-307; s. 20, ch. 98-58.

446.021 Definitions of terms used in ss. 446.011-446.092.—As used in ss. 446.011-446.092, the following words and terms shall have the following meanings unless the context clearly indicates otherwise:

(1) "Preapprentice" means any person 16 years of age or over engaged in any course of instruction in the public school system or elsewhere, which course is registered as a preapprenticeship program with the Division of Jobs and Benefits of the Department of Labor and Employment Security.

(2) "Apprentice" means a person at least 16 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen craftsmen, which training should be combined with properly coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereinafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee.

(3) "Trainee" means a person at least 16 years of age who is engaged in learning a specific skill, trade, or occupation within a formalized, on-the-job training program.

(4) "Journeyman" means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation.

(5) "Preapprenticeship program" means an organized course of instruction in the public school system or elsewhere, which course is designed to prepare a person 16 years of age or older to become an apprentice and which course is approved by and registered with the Bureau of Apprenticeship of the Division of Jobs and Benefits and sponsored by a registered apprenticeship program.

(6) "Apprenticeship program" means an organized course of instruction, registered and approved by the division, which course shall contain all terms and conditions for the qualifications, recruitment, selection, employment, and training of apprentices including such matters as the requirements for a written apprenticeship agreement.

(7) "On-the-job training program" means a formalized system of job processes which may be augmented by related instruction that provides the experience and knowledge necessary to meet the training objective of learning a specific skill, trade, or occupation. Such training program shall be at least 6 months and not more than 2 years in duration and shall be registered with the division.

(8) "Uniform minimum preapprenticeship standards" means the minimum requirements established uniformly for each craft under which a preapprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, objective standards to measure successful completion of the preapprenticeship program, and the percentage of credit that may be given to preapprenticeship graduates upon acceptance into the apprenticeship program.

(9) "Related instruction" means an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical subjects related to a specific trade or occupation.

(10) "Cancellation" means the deregistration of an apprenticeship program or the termination of an apprenticeship agreement.

(11) "Jurisdiction" means the specific geographical area for which a particular program is registered.

(12) "Division" means the Division of Jobs and Benefits of the Department of Labor and Employment Security.

(13) "Director" means the director of the Division of Jobs and Benefits.

History.—s. 2, ch. 23934, 1947; s. 1, ch. 63-153; s. 2, ch. 72-113; s. 54, ch. 73-338; s. 30, ch. 79-7; s. 2, ch. 79-397; s. 19, ch. 83-174; s. 8, ch. 95-345.

Note.—Former s. 446.07.

446.032 General duties of division with respect to apprenticeship training.—The Division of Jobs and Benefits shall:

(1) Establish uniform minimum standards and policies governing apprentice programs and agreements. Such standards and policies shall govern the terms and conditions of the apprentice's employment and training, including the quality training of the apprentice with respect to, but not limited to, such matters as ratios of apprentices to journeymen, safety, related instruction, and on-the-job training; but such standards and policies shall not include rules, standards, or guidelines that require the use of apprentices and job trainees on state, county, or municipal contracts. The division may adopt rules as necessary to carry out such standards and policies.

(2) Establish by rule procedures to be utilized by the State Apprenticeship Council in accordance with the provisions of s. 446.045.

(3) Establish a Bureau of Apprenticeship pursuant to the instructions of the Secretary of Labor and Employment Security.

History.—s. 2, ch. 82-52; s. 1, ch. 82-55; s. 20, ch. 83-174; s. 9, ch. 95-345.

446.041 Apprenticeship program, duties of division.—The Division of Jobs and Benefits shall:

- (1) Administer the provisions of ss. 446.011-446.092.
- (2) Administer the standards established by the division.
- (3) Register in accordance with this chapter any apprenticeship or preapprenticeship program, regardless of affiliation, which meets standards established by the division.
- (4) Investigate complaints concerning the failure of any registered program to meet the standards established by the division.
- (5) Cancel the registration of any program which fails to comply with the standards and policies of the division or which unreasonably fails or refuses to cooperate with the division in monitoring and enforcing compliance with such standards.
- (6) Develop and encourage apprenticeship programs.
- (7) Cooperate with and assist local apprenticeship sponsors in the development of their apprenticeship standards and training requirements.
- (8) Cooperate with and assist the Division of Workforce Development of the Department of Education and appropriate education institutions in the development of viable apprenticeship and preapprenticeship programs.
- (9) Encourage registered apprenticeship programs to grant consideration and credit to individuals completing registered preapprenticeship programs.
- (10) Monitor registered apprenticeship programs to ensure that they are being operated in compliance with all applicable standards.
- (11) Supervise all apprenticeship programs which are registered with the division.
- (12) Adopt rules as required to implement the provisions of this act.

History.—s. 4, ch. 23934, 1947; s. 3, ch. 28037, 1953; s. 1, ch. 63-153; s. 19, ch. 63-400; ss. 17, 35, ch. 69-106; s. 168, ch. 71-377; s. 3, ch. 72-113; s. 1, ch. 73-283; s. 56, ch. 73-338; s. 1, ch. 77-174; s. 11, ch. 78-95; s. 32, ch. 79-7; s. 4, ch. 79-397; s. 21, ch. 83-174; s. 5, ch. 85-75; s. 10, ch. 95-345; s. 17, ch. 97-98; s. 36, ch. 97-307; s. 21, ch. 98-58.

Note.—Former s. 446.09.

446.045 State Apprenticeship Council.—

- (1) For the purposes of this section:
 - (a) "Joint employee organization" means an apprenticeship sponsor who participates in a collective bargaining agreement and represents employees.
 - (b) "Nonjoint employer organization" means an apprenticeship sponsor who does not participate in a collective bargaining agreement and who represents management.
- (2)(a) There is created a State Apprenticeship Council to be composed of 13 members, which shall be advisory to the Division of Jobs and Benefits of the Department of Labor and Employment Security. The purpose of the council is to advise the division on matters relating to apprenticeship. The council may not establish policy, adopt rules, or consider whether particular apprenticeship programs should be approved by the division or bureau. Only those matters contained in the notice of meeting provided by the division shall be considered by the council at council meetings.
 - (b) The division director or the division director's designee shall be ex officio chair of the State Apprenticeship Council, but may not vote. The administrator of industrial education of the Department of Education and the state director of the Bureau of Apprenticeship and Training of the United States Department of Labor shall be appointed nonvoting members of the council. The Governor shall appoint two three-member committees for the purpose of nominating candidates for appointment to the council. One nominating committee shall be composed of joint employee organization representatives, and the other nominating committee shall be composed of nonjoint

employer organization representatives. The joint employee organization nominating committee shall submit to the Governor the names of three persons for each vacancy occurring among the joint employee organization members on the council, and the nonjoint employer organization nominating committee likewise shall submit to the Governor the names of three persons for each vacancy occurring among the nonjoint employer organization members on the council. The Governor shall appoint to the council five members representing joint employee organizations and five members representing nonjoint employer organizations from the candidates nominated for each position by the respective nominating committees. Each member shall represent industries which have registered apprenticeship programs or in which a need for apprenticeship programs has been demonstrated. Initially, the Governor shall appoint four members for terms of 4 years, two members for terms of 3 years, two members for terms of 2 years, and two members for terms of 1 year. Thereafter, members shall be appointed for 4-year terms. A vacancy shall be filled for the remainder of the unexpired term.

(c) The council shall meet at the call of the chair or at the request of a majority of its membership, but at least twice a year. A majority of the voting members shall constitute a quorum, and the affirmative vote of a majority of a quorum is necessary to take action.

(d) The Governor may remove any member for cause.

(e) The council shall maintain minutes of each meeting. The division shall keep on file the minutes of each meeting and shall make such minutes available to any interested person.

(f) Members of the council shall serve without compensation, but shall be entitled to receive reimbursement for per diem and travel expenses as provided in s. 112.061.

1(3) The State Apprenticeship Council is repealed on October 1, 1998, and shall be reviewed by the Legislature prior to that date pursuant to the Sundown Act.

History.—ss. 1, 2, ch. 82-55; s. 22, ch. 83-174; s. 69, ch. 85-81; s. 1, ch. 88-14; s. 5, ch. 91-429; s. 11, ch. 95-345; s. 145, ch. 97-103.

1Note.—Section 5, ch. 91-429, repealed s. 11.611 and abrogated the October 1, 1998, repeal of s. 446.045 pursuant to s. 11.611. Section 33, ch. 96-318, confirmed the repeal of s. 11.611.

446.051 Related instruction for apprentices.—

(1) The administration and supervision of related and supplemental instruction for apprentices, coordination of such instruction with job experiences, and selection and training of teachers and coordinators for such instruction, all as approved by the registered program sponsor, shall be the responsibility of the appropriate career education institution.

(2) The appropriate career education institution shall be encouraged to cooperate with and assist in providing to any registered program sponsor facilities, equipment and supplies, and instructors' salaries for the performance of related and supplemental instruction associated with the registered program.

446.052 Preapprenticeship program.—

(1) There is created and established a preapprenticeship education program, as defined in s. 446.021.

(2) The Division of Workforce Development of the Department of Education, under regulations established by the State Board of Education, is authorized to administer the provisions of ss. 446.011-446.092 that relate to preapprenticeship programs in cooperation with district school boards and community college district boards of trustees. District school boards, community college district boards of trustees, and registered program sponsors shall cooperate in developing and establishing programs that include vocational instruction and general education courses required to obtain a high school diploma.

(3) The Division of Workforce Development, the district school boards, the community college district boards of trustees, and the Division of Jobs and Benefits shall work together with existing registered apprenticeship programs so that individuals completing such preapprenticeship programs may be able to receive credit towards

completing a registered apprenticeship program.

(4) Veterans who have received discharges other than dishonorable discharges shall, if qualified, receive the same priorities given to registered preapprentices.

History.—s. 4, ch. 72-113; s. 57, ch. 73-338; s. 6, ch. 79-397; s. 285, ch. 81-259; s. 23, ch. 83-174; s. 19, ch. 84-114; s. 6, ch. 85-75; s. 12, ch. 95-345; s. 18, ch. 97-98; s. 37, ch. 97-307; s. 22, ch. 98-58.

446.061 Expenditures.—The Division of Jobs and Benefits shall make necessary expenditures from the appropriation provided by law for personal services, travel, printing, equipment, office space, and supplies as provided by law.

History.—s. 6, ch. 23934, 1947; s. 24, ch. 57-1; s. 1, ch. 63-153; ss. 17, 35, ch. 69-106; s. 1, ch. 73-283; s. 1, ch. 77-174; s. 24, ch. 83-174; s. 13, ch. 95-345.

Note.—Former s. 446.11.

446.071 Apprenticeship sponsors.—

(1) One or more local apprenticeship sponsors shall be approved in any trade or group of trades by the Division of Jobs and Benefits, upon a determination of need, provided the apprenticeship sponsor meets all of the standards established by the division. "Need" refers to the need of state residents for apprenticeship training. In the absence of proof to the contrary, it shall be presumed that there is need for apprenticeship and preapprenticeship training in each county in this state.

(2) A local apprenticeship sponsor may be a committee, a group of employers, an employer, or a group of employees, or any combination thereof.

(3) The division has authority to grant a variance from the standards upon a showing of good cause for such variance by program sponsors in nonconstruction trades. The purpose of this provision is to recognize the unique and varying training requirements in nontraditional apprenticeship occupations and to authorize the division and bureau to adapt the standards to the needs of such programs.

History.—s. 7, ch. 23934, 1947; s. 1, ch. 63-153; ss. 17, 35, ch. 69-106; s. 5, ch. 72-113; s. 58, ch. 73-338; s. 1, ch. 77-183; s. 7, ch. 79-397; s. 25, ch. 83-174; s. 14, ch. 95-345.

Note.—Former s. 446.12.

446.075 Federal and state cooperation.—The Division of Jobs and Benefits of the Department of Labor and Employment Security is authorized to make and enter into contracts with the United States Department of Labor, and to assume such other functions and duties as are necessary for the division to serve as registration agent for federal apprenticeship registration purposes, except that the division shall not enforce any federal apprenticeship requirement unless the division first adopts such requirement as a rule. All rules promulgated and administrative hearings afforded by the division because of this section shall be in accordance with the requirements of chapter 120.

History.—s. 1, ch. 77-182; s. 33, ch. 79-7; s. 8, ch. 79-397; s. 26, ch. 83-174; s. 15, ch. 95-345.

446.081 Limitation.—

(1) Nothing in ss. 446.011-446.092 or in any apprentice agreement approved under those sections shall operate to invalidate any apprenticeship provision in any collective agreement between employers and employees setting up higher apprenticeship standards.

(2) No person shall institute any action for the enforcement of any apprentice agreement, or for damages for the breach of any apprentice agreement, made under ss. 446.011-446.092, unless he or she has first exhausted all administrative remedies provided by this section.

(3) Any person aggrieved by any determination or act of the division shall have the right to an administrative hearing.

History.—s. 8, ch. 23934, 1947; s. 5, ch. 28037, 1953; s. 1, ch. 63-153; s. 1, ch. 69-267; s. 1, ch. 73-283; s. 120, ch. 73-333; s. 1, ch. 77-174; s. 11, ch. 78-95; s. 27, ch. 83-174; s. 146, ch. 97-103.

Note.—Former s. 446.13.

446.091 On-the-job training program.—All provisions of ss. 446.011-446.092 relating to apprenticeship and preapprenticeship, including, but not limited to, programs, agreements, standards, administration, procedures, definitions, expenditures, local committees, powers and duties, limitations, grievances; ratios of apprentices and job trainees to journeymen on state, county, and municipal contracts; and functions of the Division of Jobs and Benefits shall be appropriately adapted and made applicable to a program of on-the-job training hereby authorized for persons other than apprentices.

History.—s. 2, ch. 63-153; ss. 17, 35, ch. 69-106; s. 1, ch. 73-283; s. 59, ch. 73-338; s. 1, ch. 77-174; s. 28, ch. 83-174; s. 76, ch. 83-218; s. 16, ch. 95-345.

446.092 Criteria for apprenticeship occupations.—An apprenticeship occupation is a skilled trade which possesses all of the following characteristics:

- (1) It is customarily learned in a practical way through a structured, systematic program of on-the-job, supervised training.
- (2) It is commonly recognized throughout the industry or recognized with a positive view towards changing technology.
- (3) It involves manual, mechanical, or technical skills and knowledge which require a minimum of 2,000 hours of work and training, which hours are excluded from the time spent at related instruction.
- (4) It requires related instruction to supplement on-the-job training. Such instruction may be given in a classroom or through correspondence courses.
- (5) It involves the development of skill sufficiently broad to be applicable in like occupations throughout an industry, rather than of restricted application to the products or services of any one company.
- (6) It does not fall into any of the following categories:
 - (a) Selling, retailing, or similar occupations in the distributive field.
 - (b) Managerial occupations.
 - (c) Professional and scientific vocations for which entrance requirements customarily require an academic degree.

History.—s. 9, ch. 79-397; s. 77, ch. 83-218.

446.20 Administration of responsibilities under the federal Job Training Partnership Act.—

- (1) The Department of Labor and Employment Security is responsible for carrying out the duties and responsibilities assigned by the Governor under the Job Training Partnership Act, Pub. L. No. 97-300.
- (2) The Enterprise Florida Jobs and Education Partnership is designated as the State Human Resource Investment Council. The State Human Resource Investment Council and its subcommittees, which are hereby created, as provided by Pub. L. No. 97-300, as amended, shall have the responsibilities as assigned by the Governor, who shall appoint members for 4-year staggered terms, pursuant to the Job Training Partnership Act.
- (3) To ensure the participation and representation of women and minorities, the State Human Resource Investment Council and its subcommittees shall adhere to provisions of s. 110.112, relating to affirmative action as administered by the Department of Labor and Employment Security.
- (4) The director of the Division of Jobs and Benefits may, upon delegation from the Secretary of Labor and Employment Security, sign contracts, grants, and other instruments on behalf of the Governor as necessary to execute the functions assigned to

the Governor under the Job Training Partnership Act.

(5) The director of the Division of Jobs and Benefits shall be the authority, upon delegation from the Secretary of Labor and Employment Security, to make rules for the administration of this act.

(6) The Division of Jobs and Benefits may assume such duties as are delegated to it by the United States Government and its agencies for the purpose of obtaining federal funding to carry out the purposes of the Job Training Partnership Act in this state.

(7) The assignment of powers and duties to the Division of Jobs and Benefits shall not be construed to limit the authority and responsibility of the Secretary of Labor and Employment Security as provided in s. 20.05(1)(a).

History.—ss. 44, 46, ch. 83-174; s. 70, ch. 85-81; ss. 1, 4, 5, ch. 90-235; s. 5, ch. 91-429; s. 17, ch. 95-345; s. 7, ch. 96-404.

446.205 Job Training Partnership Act family dropout prevention program.—

(1) The purpose of this section is to provide a dropout prevention program for youth and families who are participants in services provided under the Job Training Partnership Act.

(2) Each local private industry council shall develop and establish a program to provide dropout prevention services to eligible youth and families who are enrolled in a program provided under the Job Training Partnership Act.

(3) Local school boards and district 1 Department of Health and Rehabilitative Services' offices shall coordinate with the local private industry council in the development and implementation of a dropout prevention program. Moneys may be allocated to this program from the funds received by each local private industry council.

(4) A parent or guardian of a family who is a participant in the services provided under the Job Training Partnership Act and the youth of such parent or guardian between the ages of 14 and 21 who are in school and making progress toward the completion of high school or general education development diplomas and who are participants in the services provided under the Job Training Partnership Act are eligible to participate in the dropout prevention program. A youth participant whose parent or guardian is not a Job Training Partnership Act participant and who is between the ages of 14 and 21 years is also eligible for dropout prevention services.

History.—s. 21, ch. 90-273; s. 1, ch. 91-147.

[Note.—The Department of Health and Rehabilitative Services was redesignated as the Department of Children and Family Services by s. 5, ch. 96-403, and the Department of Health was created by s. 8, ch. 96-403.

446.21 Short title.—This act may be cited as the "Florida Youth-at-Risk 2000 Pilot Program."

History.—s. 11, ch. 90-273.

Note.—Former s. 446.06.

446.22 Definitions.—As used in this act, the following words and phrases shall have the meanings set forth herein, except where the context otherwise requires:

(1) "Advisory council" means the 1State Job Training Coordinating Council, as created and described by s. 446.20(2).

(2) "Participating business" means the employer of the youth participant in the program, which may or may not be the employer of the mentor.

(3) "Department" means the Department of Labor and Employment Security.

(4) "Dropout" means a person who is neither attending school nor subject to a compulsory attendance law and who has not received a secondary school diploma or a certificate from a program of equivalency for such diploma.

(5) "Educational facility" means any secondary school, community college, university, or vocational school participating in the program.

(6) The "Job Training Partnership Act" means the federal act as the same may hereafter be amended.

(7) "Mentor" means an individual 25 years of age or older who agrees through a written agreement with the private industry council to provide support and encouragement to an enrollee in the program during his or her training.

(8) "Program" means the Florida Youth-at-Risk 2000 Pilot Program, as created, organized, and operated consistent with the provisions of this act.

(9) "Private industry council" means an organization comprised of private businesses, local government, education, welfare agencies, organized labor, and community-based organizations designated by the State Job Training Coordinating Council under the federal Job Training Partnership Act to deliver training and educational services to youth and unemployed persons.

(10) "Youth participant" or "enrollee" means an individual at least 14 years of age and under 22 years of age at the time of enrolling in the program and who meets at least one of the following eligibility criteria:

(a) He or she has dropped out of school;

(b) He or she is a teenage parent;

(c) He or she is a status offender or runaway, or has entered the juvenile justice system; or

(d) He or she is a minimum of 3 years below grade level in reading skills or 5 years below grade level in math skills, as measured by tests approved for this purpose by the State Board of Education. For purposes of this paragraph, "grade level" means that grade level which the student should have attained based upon age had he or she progressed normally through the school system upon entry, which may or may not be the grade level in which the student is currently enrolled.

History.—s. 13, ch. 90-273; s. 2, ch. 91-147; s. 28, ch. 91-201; s. 5, ch. 91-429.

1Note.—The State Job Training Coordinating Council was redesignated as the State Human Resource Investment Council by s. 7, ch. 96-404.

446.23 Obligations of a mentor.—It shall be the duty of each mentor, pursuant to a written agreement with the youth participant, the contracting entity, and the local service delivery area, to:

(1) Participate in mentorship coaching/training sessions provided under the direction of the private industry council.

(2) Identify and support needed educational services for the youth participant through the service delivery area and local educational facilities, such as basic skills training in reading, mathematics, and high school completion courses and examinations.

(3) Identify and support needed social, health care, and transportation services for the youth participant through the appropriate local program offices of the Department of Health and Rehabilitative Services, the local vocational rehabilitation agency, or other appropriate agency.

(4) Assist with on-the-job training for the youth participant and report his or her progress to the service delivery area office, based upon guidelines generally established by the private industry council and mutually agreed upon by the mentor, the youth participant, the participating business, and the service delivery area.

(5) Assist the youth participant in money management and other activities designed to develop life-coping skills, as needed.

(6) Provide such information throughout the period of participation and for at least 1 year following completion of the program as may be required to permit program monitoring and evaluation.

(7) Meet such other obligations as may be required by the department or established by mutual agreement of the mentor, the youth participant, the participating business, and the service delivery area.

History.--s. 14, ch. 90-273; s. 3, ch. 91-147.

1 Note.--The Department of Health and Rehabilitative Services was redesignated as the Department of Children and Family Services by s. 5, ch. 96-403, and the Department of Health was created by s. 8, ch. 96-403.

446.24 Obligations of a youth participant.--Each youth participant in the program shall:

(1) Enter into an on-the-job training program of not less than 15 hours per week.

(2) Undertake basic skills training, as needed, to work toward occupational remedial goals, or to work toward a general education development degree or other high school completion curriculum.

(3) Participate in money management and life-coping skills training, counseling, or other social or health care services, as needed.

(4) Provide such information throughout the period of participation and for at least 1 year following completion of the program as may be required to permit program monitoring and evaluation.

(5) Meet such other obligations as may be required by the department or established by mutual agreement of the mentor, the youth participant, the participating business, and the private industry council.

History.--s. 15, ch. 90-273; s. 4, ch. 91-147.

446.25 Implementation.--

(1) The program shall begin in eight selected service delivery areas as demonstration sites to be coordinated through the Florida Employment and Training Association.

(2) Primary responsibility for the development and coordination of the program shall rest with the Department of Labor and Employment Security, which shall promulgate rules to establish program guidelines. The service delivery areas shall coordinate services such as basic skills training, medical and social services, and transportation for the disadvantaged with the Department of Education, State Board of Community Colleges, Department of Health and Rehabilitative Services, Commission for the Transportation Disadvantaged of the Department of Transportation, and other agencies as needed.

(3) The State Job Training Coordinating Council shall review proposed operational policies and rules associated with the program and shall act as advisory council to this program for the purpose of:

(a) Establishing general performance standards in conjunction with the department guidelines.

(b) Making recommendations to the department with regard to the establishment of program criteria.

(c) Assisting in the development of linkages with potential public and private sector participants in the program.

(d) Advising the department of changes to the federal Job Training Partnership Act

which may impact this program.

(e) Providing for followup studies and evaluating the program in conjunction with the Department of Labor and Employment Security.

History.—s. 16, ch. 90-273; s. 5, ch. 91-147; s. 28, ch. 91-201; s. 5, ch. 91-429; s. 19, ch. 97-98.

1 Note.—The Department of Health and Rehabilitative Services was redesignated as the Department of Children and Family Services by s. 5, ch. 96-403, and the Department of Health was created by s. 8, ch. 96-403.

2 Note.—The State Job Training Coordinating Council was redesignated as the State Human Resource Investment Council by s. 7, ch. 96-404.

446.26 Funding.—The program may be financed through federal Job Training Partnership Act funds and other public and private funds as appropriate.

(1) The funds to provide educational services may be expended in accordance with general performance standards established by the advisory council and specific objectives mutually agreed upon by the mentor, the youth participant, and the local private industry council. Nothing in this act shall be construed to mandate that educational services must be conducted through traditional instructional means.

(2) Private industry councils in the designated demonstration areas shall enter into written agreements to provide for mentor services with participating businesses.

History.—s. 17, ch. 90-273; s. 6, ch. 91-147.

446.27 Annual report.—The department shall develop reporting and evaluation formats and instructions for use by the pilot sites and shall provide an annual report to the President of the Senate, Speaker of the House of Representatives, Senate Minority Leader, and Minority Leader of the House, providing charts or graphs where deemed appropriate, including, but not limited to, the following:

(1) PARTICIPANTS.—

(a) The number of youth participants, in total, as well as by eligibility category.

(b) The age and range of ages of youth participants, as well as numbers of youth participants at each age level.

(c) The race and sex of youth participants.

(d) The grade level of youth participants at the time of enrollment, or the last grade completed if no longer enrolled in school, as well as numbers of youth participants at each grade level.

(e) The beginning reading level of youth participants, as compared to the grade level when enrolled, as well as numbers of youth participants at each reading and grade level.

(f) The reading level after 6 months and 1 year in the program, as well as numbers of youth participants at each reading and grade level.

(g) The number of dropout participants either reentering school or taking the general education development test while participating in the program or within 6 months of program completion, and the number passing said test.

(h) The occupations for which youth participants are being trained, positions held upon enrollment, and the wage, and range of wages, earned after 6 months' participation in the program.

(i) The number of participants who are gainfully employed in the occupation for which training was received, or in a related field, at 6 months and 1 year following completion of the program, the positions held, and the wage, and range of wages, earned thereby.

(j) The number of participants who are gainfully employed in a different and unrelated

occupation than the one for which training was received at 6 months and 1 year following completion of the program, the positions held, and the wage, and range of wages, earned thereby.

(k) The number of participants who are unemployed at 6 months and 1 year following completion of the program, the average length of the period of unemployment, and the typical reasons given for termination of employment.

(2) PARTICIPATING BUSINESS AND MENTORS.—

(a) The number of participating businesses in the program, in total and by demonstration area, and the professions and industries represented thereby.

(b) The number of mentors participating in the program, in total, as well as by demonstration area and by participating business.

(c) The number of youth participants per mentor.

(d) The age and range of ages of mentors.

(e) The race and sex of mentors.

(3) PROGRAM COSTS.—

(a) The cost per participant and the range of per-participant costs.

(b) Total program costs by demonstration area, broken down into the following cost categories:

1. Salaries and benefits provided to youth participants and additional salaries and benefits or other stipends provided to mentors for participation in the program.

2. Cost of training materials and other capital outlay costs.

3. Cost of transportation and other miscellaneous costs.

4. Administrative costs.

(4) RECOMMENDATIONS.—Information derived by the department from evaluations by service delivery areas, mentors, and participants of the program and its effectiveness.

History.—s. 18, ch. 90-273; s. 7, ch. 91-147; s. 25, ch. 95-144.

446.40 Rural Manpower Services Act; short title.—Sections 446.40-446.44 shall be cited as the "Rural Manpower Services Act."

History.—s. 1, ch. 72-398.

Note.—Former s. 450.40.

446.41 Legislative intent with respect to rural manpower training and development: establishment of Rural Manpower Services Program.—In order that the state may achieve its full economic and social potential, consideration must be given to rural manpower training and development to enable its rural citizens as well as urban citizens to develop their maximum capacities and participate productively in our society. It is, therefore, the policy of the state to make available those services needed to assist individuals and communities in rural areas to improve their quality of life. It is with a great sense of urgency that a Rural Manpower Services Program is established within the Division of Jobs and Benefits of the Department of Labor and Employment Security to provide equal access to all manpower training programs available to rural as well as urban areas.

History.—s. 2, ch. 72-398; s. 1, ch. 73-283; s. 1, ch. 77-174; s. 45, ch. 79-7; s. 42, ch. 83-174; s. 18, ch. 95-345.

Note.—Former s. 450.41.

446.42 General purpose of Rural Manpower Services Program.—A trained labor force is an essential ingredient for industrial as well as agricultural growth. Therefore, it shall be the general responsibility of the Rural Manpower Services Program to provide rural business and potential rural businesses with the employment and manpower training services and resources necessary to train and retain Florida's rural workforce.

History.—s. 3, ch. 72-398.

Note.—Former s. 450.42.

446.43 Scope and coverage of Rural Manpower Services Program.—The scope of the area to be covered by the Rural Manpower Services Program will include all counties of the state not classified as standard metropolitan statistical areas (SMSA) by the United States Department of Labor Manpower Administration. Florida's designated SMSA labor areas include: Broward, Dade, Duval, Escambia, Hillsborough, Pinellas, Leon, Orange, and Palm Beach Counties.

History.—s. 4, ch. 72-398.

Note.—Former s. 450.43.

446.44 Duties of Rural Manpower Services Program.—It shall be the direct responsibility of the Rural Manpower Services Program to promote and deliver all employment and manpower services and resources to the rural undeveloped and underdeveloped counties of the state in an effort to:

- (1) Slow down out-migration of untrained rural residents to the state's overcrowded large metropolitan centers.
- (2) Assist the department's Economic Development Division in attracting light, pollution-free industry to the rural counties.
- (3) Improve the economic status of the impoverished rural residents.
- (4) Provide present and new industry with the manpower training resources necessary for them to train the untrained rural workforce toward gainful employment.
- (5) Develop rural manpower programs which will be evaluated, planned, and implemented through communications and planning with appropriate:
 - (a) Departments of state and federal governments.
 - (b) Divisions, bureaus, or sections of the Department of Commerce.
 - (c) Agencies and organizations of the public and private sectors at the state, regional, and local levels.

History.—s. 5, ch. 72-398; s. 1, ch. 73-283; s. 1, ch. 77-174.

1 Note.—Section 20.17, which created the Department of Commerce, was repealed effective December 31, 1996, by s. 3, ch. 96-320.

Note.—Former s. 450.44.

1446.50 Displaced homemakers; multiservice programs; report to the Legislature; Displaced Homemaker Trust Fund created.—

- (1) INTENT.—It is the intent of the Legislature to require the Division of Community Colleges of the Department of Education to enter into contracts with, and make grants to, public and nonprofit private entities for purposes of establishing multipurpose service programs to provide necessary training, counseling, and services for displaced

homemakers so that they may enjoy the independence and economic security vital to a productive life.

(2) DEFINITIONS.--For the purposes of this act:

(a) "Displaced homemaker" means an individual who:

1. Is 35 years of age or older.
2. Has worked in the home, providing unpaid household services for family members.
3. Is not adequately employed, as defined by rule of the division.
4. Has had, or would have, difficulty in securing adequate employment; and
5. Has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance.

(b) "Division" means the Division of Community Colleges of the Department of Education.

(3) DIVISION POWERS AND DUTIES.--

(a) The division shall establish, or contract for the establishment of, programs for displaced homemakers which shall include:

1. Job counseling, by professionals and peers, specifically designed for a person entering the job market after a number of years as a homemaker.
2. Job training and placement services, including:
 - a. Training programs for available jobs in the public and private sectors, taking into account the skills and job experiences of a homemaker and developed by working with public and private employers.
 - b. Assistance in locating available employment for displaced homemakers, some of whom could be employed in existing job training and placement programs.
 - c. Utilization of the services of the state employment service, which shall cooperate with the division in locating employment opportunities.
3. Financial management services providing information and assistance with respect to insurance, including, but not limited to, life, health, home, and automobile insurance, and taxes, estate and probate problems, mortgages, loans, and other related financial matters.
4. Educational services, including high school equivalency degree and such other courses as the division determines would be of interest and benefit to displaced homemakers.
5. Outreach and information services with respect to federal and state employment, education, health, and unemployment assistance programs which the division determines would be of interest and benefit to displaced homemakers.

(b)1. The division shall enter into contracts with, and make grants to, public and nonprofit private entities for purposes of establishing multipurpose service programs for displaced homemakers under this act. Such grants and contracts shall be awarded pursuant to chapter 287 and based on criteria established in the state plan developed pursuant to this section. The division shall designate catchment areas which together shall comprise the entire state, and, to the extent possible from revenues in the Displaced Homemaker Trust Fund, the division shall contract with, and make grants to, entities which will serve entire catchment areas so that displaced homemaker service programs are available statewide. The division may give priority to existing displaced homemaker programs when evaluating bid responses to the division's request for proposals.

2. In order to receive funds under this section, and unless specifically prohibited by law from doing so, an entity that provides displaced homemaker service programs must, by the 1991-1992 fiscal year, receive at least 25 percent of its funding from one or more local, municipal, or county sources or nonprofit private sources. In-kind contributions

may be evaluated by the division and counted as part of the required local funding.

3. The division shall require an entity that receives funds under this section to maintain appropriate data to be compiled in an annual report to the division. Such data shall include, but shall not be limited to, the number of clients served, the units of services provided, designated client-specific information including intake and outcome information specific to each client, costs associated with specific services and program administration, total program revenues by source and other appropriate financial data, and client followup information at specified intervals after the placement of a displaced homemaker in a job.

(c) The division shall consult and cooperate with the Commissioner of Education, the United States Commissioner of the Social Security Administration, and such other persons in the executive branch of the state government as the division considers appropriate to facilitate the coordination of multipurpose service programs established under this act with existing programs of a similar nature.

(d) Supervisory, technical, and administrative positions relating to programs established under this act shall, to the maximum extent practicable, be filled by displaced homemakers.

(e) The division shall adopt rules establishing minimum standards necessary for entities that provide displaced homemaker service programs to receive funds from the division and any other rules necessary to administer this section.

(4) STATE PLAN.—

(a) The division shall develop a 3-year state plan for the displaced homemaker program which shall be updated annually. The plan must address, at a minimum, the need for programs specifically designed to serve displaced homemakers, any necessary service components for such programs in addition to those enumerated in this section, goals of the displaced homemaker program with an analysis of the extent to which those goals are being met, and recommendations for ways to address any unmet program goals. Any request for funds for program expansion must be based on the state plan.

(b) Each annual update must address any changes in the components of the 3-year state plan and a report which must include, but need not be limited to, the following:

1. The scope of the incidence of displaced homemakers;
2. A compilation and report, by program, of data submitted to the division pursuant to subparagraph 3. by funded displaced homemaker service programs;
3. An identification and description of the programs in the state that receive funding from the division, including funding information; and
4. An assessment of the effectiveness of each displaced homemaker service program based on outcome criteria established by rule of the division.

(c) The 3-year state plan must be submitted to the President of the Senate, the Speaker of the House of Representatives, and the Governor on or before January 1, 1989, and annual updates of the plan must be submitted by January 1 of each subsequent year.

(5) DISPLACED HOME MAKER TRUST FUND.—

(a) There is established within the State Treasury a Displaced Homemaker Trust Fund to be used by the division for its administration of the displaced homemaker program and to fund displaced homemaker service programs according to criteria established under this section.

(b) The trust fund shall receive funds generated from an additional fee on marriage license applications and dissolution of marriage filings as specified in ss. 741.01(3) and 28.101, respectively, and may receive funds from any other public or private source.

(c) Funds that are not expended by the division at the end of the budget cycle or through a supplemental budget approved by the division shall revert to the trust fund.

History.--ss. 1, 2, 3, 4, 5, 6, 7, 8, 10, ch. 76-271; s. 18, ch. 78-433; s. 1, ch. 88-181; s. 13, ch. 94-134; s. 13, ch. 94-135; s. 7, ch. 95-394; s. 89, ch. 95-418.

1Note.--As amended by s. 7, ch. 95-394. This version is published as the last expression of legislative will (see Journal of the Senate 1995, p. 1396, and Journal of the House of Representatives 1995, p. 1807). This section was also amended by s. 89, ch. 95-418, and that version reads:

446.50 Displaced homemakers: multiservice programs; report to the Legislature: Displaced Homemaker Trust Fund created.--

(1) INTENT.--It is the intent of the Legislature to require the Department of Education to enter into contracts with, and make grants to, public and nonprofit private entities for purposes of establishing multipurpose service programs to provide necessary training, counseling, and services for displaced homemakers so that they may enjoy the independence and economic security vital to a productive life.

(2) DEFINITIONS.--For the purposes of this act:

(a) "Displaced homemaker" means an individual who:

1. Is 35 years of age or older;
2. Has worked in the home, providing unpaid household services for family members;
3. Is not adequately employed, as defined by rule of the department;
4. Has had, or would have, difficulty in securing adequate employment; and
5. Has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance.

(b) "Department" means the Department of Education.

(3) DEPARTMENT POWERS AND DUTIES.--

(a) The department shall establish, or contract for the establishment of, programs for displaced homemakers which must include:

1. Job counseling, by professionals and peers, specifically designed for a person entering the job market after a number of years as a homemaker.
2. Job training and placement services, including:
 - a. Training programs for available jobs in the public and private sectors, taking into account the skills and job experiences of a homemaker and developed by working with public and private employers.
 - b. Assistance in locating available employment for displaced homemakers, some of whom could be employed in existing job training and placement programs.
 - c. Utilization of the services of the state employment service, which shall cooperate with the department in locating employment opportunities.
3. Financial management services providing information and assistance with respect to insurance, including, but not limited to, life, health, home, and automobile insurance, and taxes, estate and probate problems, mortgages, loans, and other related financial matters.
4. Educational services, including high school equivalency degree and such other courses as the department determines would be of interest and benefit to displaced homemakers.
5. Outreach and information services with respect to federal and state employment, education, health, and unemployment assistance programs which the department determines would be of interest and benefit to displaced homemakers.

(b)1. The department shall enter into contracts with, and make grants to, public and nonprofit private entities for purposes of establishing multipurpose service programs for displaced homemakers under this act. Such grants and contracts shall be awarded pursuant to chapter 287 and based on criteria established in the state plan developed pursuant to this section. The department

shall designate catchment areas which together shall comprise the entire state, and, to the extent

446.51 Displaced homemaker programs: discrimination prohibited.—No person in this state shall, on the basis of sex, age, race, color, religion, or national origin, be excluded from participating in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part with funds made available for displaced homemakers.

History.—s. 9, ch. 76-271; s. 18, ch. 78-433; s. 90, ch. 95-418.

Note.—Former s. 409.514; s. 410.301.

446.52 Confidentiality of information.—Information about displaced homemakers who receive services under ss. 2410.30 and 3410.301 which is received through files, reports, inspections, or otherwise, by the division or by authorized employees of the division, by persons who volunteer services, or by persons who provide services to displaced homemakers under ss. 2410.30 and 3410.301 through contracts with the division is confidential and exempt from the provisions of s. 119.07(1). Such information may not be disclosed publicly in such a manner as to identify a displaced homemaker, unless such person or the person's legal guardian provides written consent.

History.—s. 11, ch. 91-71; s. 8, ch. 95-394; s. 91, ch. 95-418; ss. 296, 297, ch. 96-406; ss. 1070, 1071, ch. 97-103.

1Note.—As amended by s. 8, ch. 95-394, and s. 296, ch. 96-406. This version is published as the last expression of legislative will (see Journal of the Senate 1995, p. 1396, and Journal of the House of Representatives 1995, p. 1807). This section was also amended by s. 91, ch. 95-418, and s. 297, ch. 96-406, and that version reads:

446.52 Confidentiality of information.—Information about displaced homemakers who receive services under ss. 446.50 and 446.51 which is received through files, reports, inspections, or otherwise, by the Department of Education or by authorized departmental employees, by persons who volunteer services, or by persons who provide services to displaced homemakers under ss. 446.50 and 446.51 through contracts with the department is confidential and exempt from the provisions of s. 119.07(1). Such information may not be disclosed publicly in such a manner as to identify a displaced homemaker, unless such person or the person's legal guardian provides written consent.

2Note.—Transferred to s. 446.50 by s. 7, ch. 95-394.

3Note.—Transferred to s. 446.51 by s. 90, ch. 95-418.

Note.—Former s. 410.302.

446.60 Displaced local exchange telecommunications company workers: assistance.—The Department of Labor and Employment Security shall provide assistance, pursuant to any applicable state or federal program within its jurisdiction, to any individual employed in Florida by a local exchange telecommunications company on June 30, 1995, who is displaced, dislocated, severed, or retired from employment as a result of the introduction of competition under this act. This assistance shall include maintaining a database of such workers to assist the industry in recruiting a trained workforce, if so requested by the worker. In addition, the Department of Labor and Employment Security shall coordinate with the Enterprise Florida Jobs and Education Partnership, the Department of Commerce, and the Department of Education to assist new, existing, or expanding telecommunications businesses in Florida to apply for training grants under the guidelines and criteria of the Quick-Response Training Program pursuant to s. 288.047.

History.—s. 34, ch. 95-403.

1Note.—Section 20.17, which created the Department of Commerce, was repealed effective December 31, 1996, by s. 3, ch. 96-320.

1446.601 Short title: legislative intent.—

(1) This section may be cited as the "Workforce Florida Act of 1996."

(2) The goal of this section is to utilize the workforce development system to upgrade dramatically Floridians' workplace skills, economically benefiting the workforce, employers, and the state.

(3) These principles should guide the state's efforts:

(a) Floridians must upgrade their skills to succeed in today's workplace.

(b) In business, workforce skills are the key competitive advantage.

(c) Workforce skills will be Florida's key job-creating incentive for business.

(d) Budget cuts, efficiency, effectiveness, and accountability mandate the consolidation of program services and the elimination of unwarranted duplication.

(e) Streamlined state and local partnerships must focus on outcomes, not process.

(f) Locally designed, customer-focused, market-driven service delivery works best.

(g) Job training curricula must be developed in concert with the input and needs of existing employers and businesses, and must consider the anticipated demand for targeted job opportunities, as specified by the Occupational Forecasting Conference under s. 216.136.

(h) Job placement, job retention, and return-on-investment should control workforce development expenditures and be a part of the measure for success and failure.

(i) Success will be rewarded and failure will have consequences.

(j) Job placement success will be publicly measured and reported to the Legislature.

(k) Apprenticeship programs, pursuant to s. 446.011, which provide a valuable opportunity for preparing citizens for productive employment, will be encouraged.

(4) The workforce development strategy shall be designed by the Enterprise Florida Jobs and Education Partnership pursuant to 2s. 288.0475, and shall be centered around the four integrated strategic components of One-Stop Career Centers, School-to-Work, Welfare-to-Work, and High Skills/High Wage Jobs.

(a) One-Stop Career Centers are the state's initial customer-service contact strategy for offering every Floridian access, through service sites, telephone, or computer networks, to the following services:

1. Job search, referral, and placement assistance.
2. Career counseling and educational planning.
3. Consumer reports on service providers.
4. Recruitment and eligibility determination.
5. Support services, including child care and transportation.
6. Employability skills training.
7. Adult education and basic skills training.
8. Technical training leading to a certification and degree.
9. Claim filing for unemployment compensation services.
10. Temporary income, health, nutritional, and housing assistance.
11. Child care and transportation assistance to gain employment.
12. Other appropriate and available workforce development services.

(b) School-to-Work is the state's youth and adult workforce education strategy for coordinating business, education, and the community to support students in achieving long-term career goals, and for ensuring the work force is prepared with the academic and occupational skills required for success.

(c) Welfare-to-Work is the state's strategy for encouraging self-sufficiency and minimizing dependence upon public assistance by emphasizing job placement and transition support services for welfare recipients.

(d) High Skills/High Wage is the state's strategy for aligning education and training programs with the Occupational Forecasting Conference under s. 216.136, for meeting the job demands of the state's existing businesses, and for providing a ready workforce which is integral to the state's economic development goal of attracting new and expanding businesses.

(5) The workforce development system shall utilize a charter process approach aimed at encouraging local design and control of service delivery and targeted activities. The Enterprise Florida Jobs and Education Partnership shall be responsible for granting charters to Regional Workforce Development Boards which have a membership consistent with the requirements of federal and state law and which have developed a plan consistent with the state's workforce development strategy and with the strategic components of One-Stop Career Centers, School-to-Work, Welfare-to-Work, and High Skills/High Wage. The plan shall specify methods for allocating the resources and programs in a manner that eliminates unwarranted duplication, minimizes administrative costs, meets the existing job market demands and the job market demands resulting from successful economic development activities, ensures access to quality workforce development services for all Floridians, and maximizes successful outcomes. As part of the charter process, the Enterprise Florida Jobs and Education Partnership shall establish incentives for effective coordination of federal and state programs, outline rewards for successful job placements, and institute collaborative approaches among local service providers. Local decisionmaking and control shall be important components for inclusion in this charter application.

History.--s. 1, ch. 96-404.

1Note.--Section 13, ch. 96-404, provides that "[i]t is the intent of the legislature that the transfer of functions to the Enterprise Florida Jobs and Education Partnership and to the Regional Workforce Development Boards occur with minimal disruption of services provided to the public. It is further the intent of the legislature that the charter process provided for in the Workforce Florida Act of 1996 consider and specify a transition date and plan for the transfer of functions to each Regional Workforce Development Board."

2Note.--Section 288.0475 was amended and transferred to s. 288.9620, and the Enterprise Florida Jobs and Education Partnership was redesignated as the workforce development board by s. 112, ch. 96-320.

446.602 Regional Workforce Development Boards.--

(1) One Regional Workforce Development Board shall be appointed in each designated service delivery area. The membership and responsibilities of the board shall be consistent with Pub. L. No. 97-300, as amended. The board shall be appointed by the chief elected official or his or her designee of the local county or city governing bodies or consortiums of county and/or city governmental units that exist through interlocal agreements and shall include:

(a) At least 51 percent of the members of each board being from the private sector and being chief executives, chief operating officers, owners of business concerns, or other private sector executives with substantial management or policy responsibility.

(b) Representatives of organized labor and community-based organizations, who shall constitute not less than 15 percent of the board members.

(c) Representatives of educational agencies, including presidents of local community colleges, superintendents of local school districts, licensed private postsecondary educational institutions participating in vocational education and job training in the state and conducting programs on the Occupational Forecasting Conference list or a list validated by the Regional Workforce Development Board; vocational rehabilitation

agencies; economic development agencies; public assistance agencies; and public employment service. One of the representatives from licensed private postsecondary educational institutions shall be from a degree-granting institution, and one from an institution offering certificate or diploma programs. One of these members shall be a nonprofit, community-based organization which provides direct job training and placement services to hard-to-serve individuals including the target population of people with disabilities.

The current Private Industry Council may be restructured, by local agreement, to meet the criteria for a Regional Workforce Development Board.

(2) In addition to the duties and functions specified by the Enterprise Florida Jobs and Education Partnership and by the interlocal agreement approved by the local county or city governing bodies, the Regional Workforce Development Board shall have the following responsibilities:

(a) Review, approve, and ratify the local Job Training Partnership Act plan which also must be signed by the chief elected officials.

(b) Conclude agreements necessary to designate the fiscal agent and administrative entity.

(c) Complete assurances required for the Enterprise Florida Jobs and Education Partnership charter process and provide ongoing oversight related to administrative costs, duplicated services, career counseling, economic development, equal access, compliance and accountability, and performance outcomes.

(3) The Enterprise Florida Jobs and Education Partnership shall, by January 1, 1997, design and implement a training program for the Regional Workforce Development Boards to familiarize board members with the state's workforce development goals and strategies.

The Regional Workforce Development Board shall designate all local service providers and shall not transfer this authority to a third party. In order to exercise independent oversight, the Regional Workforce Development Board shall not be a direct provider of intake, assessment, eligibility determinations, or other direct provider services.

History.—s. 2, ch. 96-404; s. 1072, ch. 97-103.

446.603 Untried Worker Placement and Employment Incentive Act.—

(1) This section may be cited as the "Untried Worker Placement and Employment Incentive Act."

(2) For purposes of this section, the term "untried worker" means a person who is a hard-to-place participant in the welfare-to-work programs of the Department of Labor and Employment Security or the Department of Health and Rehabilitative Services because they have limitations associated with the long-term receipt of welfare and difficulty in sustaining employment.

(3) The Department of Labor and Employment Security and the Department of Health and Rehabilitative Services, working with the Enterprise Florida Jobs and Education Partnership, shall develop five Untried Worker Placement and Employment Incentive pilot projects in at least five different counties.

(4) In these pilots, incentive payments will be made to for-profit or not-for-profit agents selected by the Regional Workforce Development Boards who successfully place untried workers in full-time employment for 6 months with an employer after the employee successfully completes a probationary placement of no more than 6 months with that employer. Full-time employment that includes health care benefits will receive an additional incentive payment.

(5) The for-profit and not-for-profit agents shall contract to provide services for no more than 1 year. Contracts may be renewed upon successful review by the contracting agent.

(6) The Department of Labor and Employment Security and the Department of

Health and Rehabilitative Services, working with the Enterprise Florida Jobs and Education Partnership, shall develop an incentive schedule that costs the state less per placement than the state's 12-month expenditure on a welfare recipient.

(7) During an untried worker's probationary placement, the for-profit or not-for-profit agent shall be the employer of record of that untried worker, and shall provide workers' compensation and unemployment compensation coverage as provided by law. The business employing the untried worker through the agent may be eligible to apply for any tax credits, wage supplementation, wage subsidy, or employer payment for that employee that are authorized in law or by agreement with the employer. After satisfactory completion of such a probationary period, an untried worker shall not be considered an untried worker.

(8) This section shall not be used for the purpose of displacing or replacing an employer's regular employees, and shall not interfere with executed collective bargaining agreements. Untried workers shall be paid by the employer at the same rate as similarly situated and assessed workers in the same place of employment.

(9) An employer that demonstrates a pattern of unsuccessful placements shall be disqualified from participation in these pilots because of poor return on the public's investment.

(10) The Department of Labor and Employment Security and the Department of Health and Rehabilitative Services, working with the Enterprise Florida Jobs and Education Partnership, may offer to any employer that chooses to employ untried workers such incentives and benefits that are available and provided in law, as long as the long-term, cost savings can be quantified with each such additional inducement.

(11) Unless otherwise reenacted, this section shall be repealed on July 1, 1999.

History.—s. 3, ch. 96-404.

1Note.—The Department of Health and Rehabilitative Services was redesignated as the Department of Children and Family Services by s. 5, ch. 96-403, and the Department of Health was created by s. 8, ch. 96-403.

446.604 One-Stop Career Centers.—

(1) The Department of Management Services shall coordinate among the agencies a plan for a One-Stop Career Center Electronic Network made up of One-Stop Career Centers that are operated by the Department of Labor and Employment Security, the Department of Health and Rehabilitative Services, the Department of Education, and other authorized public or private for-profit or not-for-profit agents. The plan shall identify resources within existing revenues to establish and support such electronic network for service delivery that includes the Florida Communities Network.

(2) The network shall assure that a uniform method is used to determine eligibility for and management of services provided by agencies that conduct workforce development activities. The Department of Management Services shall develop strategies to allow access to the databases and information management systems of the following systems in order to link information in those databases with the One-Stop Career Centers:

(a) The Unemployment Compensation System of the Department of Labor and Employment Security.

(b) The Job Service System of the Department of Labor and Employment Security.

(c) The FLORIDA System and the components related to Aid to Families with Dependent Children, food stamps, and Medicaid eligibility.

(d) The Workers' Compensation System of the Department of Labor and Employment Security.

(e) The Student Financial Assistance System of the Department of Education.

(f) Enrollment in the public postsecondary education system.

The systems shall be fully coordinated at both the state and local levels by July 1, 1999.

History.—s. 10, ch. 96-404.

[Note.—The Department of Health and Rehabilitative Services was redesignated as the Department of Children and Family Services by s. 5, ch. 96-403, and the Department of Health was created by s. 8, ch. 96-403.

446.605 Applicability of Workforce Florida Act of 1996.—Unless otherwise provided herein, the Workforce Florida Act of 1996 shall apply to the State Human Resource Investment Council and any Regional Workforce Development Boards in existence on the effective date of such act. Regional Workforce Development Boards shall be reconstituted, if necessary, to meet the requirements of the Workforce Florida Act of 1996. In addition, the Enterprise Florida Jobs and Education Partnership shall review each charter granted prior to the effective date of the Workforce Florida Act of 1996 to assure its compliance with the provisions of such act.

History.—s. 11, ch. 96-404.

446.606 Designation of primary service providers.—Designation of primary service providers shall not be made until the Regional Workforce Development Boards have been reconstituted in compliance with the Workforce Florida Act of 1996.

History.—s. 12, ch. 96-404.

446.607 Consultation, consolidation, and coordination.—The Enterprise Florida Jobs and Education Partnership and any state public assistance policy board established pursuant to law shall consult with each other in developing each of their statewide implementation plans and strategies. The Regional Workforce Development Boards and any local public assistance policy boards established pursuant to law may elect to consolidate into one board provided that the consolidated board membership complies with the requirements of Pub. L. No. 97-300, as amended, and with any other law delineating the membership requirements for either of the separate boards. The Regional Workforce Development Boards and any respective local public assistance policy board established pursuant to law shall collaboratively coordinate, to the maximum extent possible, the local services and activities provided by and through each of these boards and their designated local service providers.

History.—s. 14, ch. 96-404.

1446.609 Jobs for Florida's Graduates Act.—

(1) SHORT TITLE.—This section may be cited as the "Jobs for Florida's Graduates Act."

(2) DEFINITIONS.—For the purposes of this section:

(a) "Board" means the board of directors of the Florida Endowment Foundation for Florida's Graduates.

(b) "Department" means the Department of Education.

(c) "Endowment fund" means an account established within the Florida Endowment Foundation for Florida's Graduates to provide a continuing and growing source of revenue for school-to-work transition efforts.

(d) "Foundation" means the Florida Endowment Foundation for Florida's Graduates.

(e) "Operating account" means an account established under paragraph (8)(h) to carry out the purposes of this section.

(3) LEGISLATIVE INTENT.—The Legislature recognizes that it is in the best interest of the citizens of this state that the state have a well-educated and skilled workforce to be competitive in a changing economy. It is the intent of the Legislature to meet the challenge

of ensuring a skilled workforce by creating a formal program to facilitate the important school-to-work transition and to provide additional funding to achieve this goal. Accordingly, the Legislature finds and declares that:

(a) The purpose of this section is to broaden the participation and funding potential for further significant support for Florida students who are approaching the transition from school to work.

(b) It is appropriate to encourage individual and corporate support and involvement, as well as state support and involvement, to promote employment opportunities for Florida's students.

(4) PROGRAM.--There is hereby created, for an initial 5-year period, a school-to-work program to be known as Jobs for Florida's Graduates which shall, during the initial 5-year phase set forth in this section and except as otherwise provided by law or by rule of the Department of Education, be operated in accordance with the process and outcome standards of Jobs for America's Graduates, Inc. To that end, the board shall enter into a sponsoring agreement with Jobs for America's Graduates, Inc., to carry out the Jobs for America's Graduates model within the state.

(a) During the first year of operation, the Jobs for Florida's Graduates Program shall be operated in not less than 25 nor more than 50 high schools in the state to be chosen by the board. The goal shall be to have a minimum of 300 high schools participating in the program by the end of the 2001-2002 school year.

(b) The schools chosen by the board to participate in the program must represent a demographically balanced sample population, include both urban and rural schools, and be comprised of schools in all geographic areas of the state. Each school selected to participate shall enter into a formal written agreement with the board which, at a minimum, details the responsibilities of each party and the process and outcome goals of the initial 5-year Jobs for Florida's Graduates Program.

(c) Students shall be selected and approved for participation in the program by the educational institutions in which they are enrolled, and such selection and approval shall be based on their being classified as 12th grade at-risk students.

(5) REVENUE FOR THE ENDOWMENT FUND.--

(a) An endowment fund is created as a long-term, stable, growing source of revenue to be administered by the foundation in accordance with rules promulgated by the department.

(b) The principal of the endowment fund shall consist of legislative appropriations that are made to the endowment fund and bequests, gifts, grants, and donations as may be solicited from public or private sources by the foundation.

(c) The State Board of Administration shall invest and reinvest moneys of the endowment fund principal in accordance with the provisions of ss. 215.44-215.53. Interest and investment income earned on the endowment fund principal shall be annually transmitted to the foundation, based upon a fiscal year which runs from July 1 through June 30, and shall be deposited in the foundation's operating account for distribution as provided in this section.

(6) THE FLORIDA ENDOWMENT FOUNDATION FOR FLORIDA'S GRADUATES.--

(a) The Florida Endowment Foundation for Florida's Graduates is created as a direct-support organization of the Department of Education to encourage public and private support to enhance school-to-work transition. As a direct-support organization, the foundation shall operate under contract with the department and shall be:

1. A Florida corporation not for profit which is incorporated under the provisions of chapter 617 and approved by the Department of State.

2. Organized and operated exclusively to do the following: raise funds; submit requests and receive grants from the Federal Government, the state, private foundations, and individuals; receive, hold, and administer property; and make expenditures to or for the benefit of school-to-work transition programs approved by the board of directors of

the foundation.

(b) As a direct-support organization, the foundation shall:

1. Develop articles of incorporation.
2. Create a board of directors appointed by the Commissioner of Education.
3. Perform an annual financial and performance review to determine if the foundation is operating in a manner consistent with the goals of the Legislature in providing assistance for school-to-work transitions.
4. Provide a mechanism for the reversion to the state of moneys in the foundation and in any other funds and accounts held in trust by the foundation if the foundation is dissolved.

(7) BOARD OF DIRECTORS.—The foundation shall be administered by a board of directors, as follows:

(a) The board shall consist of 15 members. At least 9 of the 15 members must be from the private sector, and the remaining members may be from the public sector. Among the public sector members, representation shall come from secondary education, vocational education, and job-training programs such as Job Education Partnership. The chair may be from either the private sector or the public sector.

(b) All members shall have an interest in school-to-work transition and, insofar as is practicable, shall:

1. Have skills in foundation work or other fundraising activities, financial consulting, or investment banking or other related experience; or
2. Have experience in policymaking or senior management level positions or have distinguished themselves in the fields of education, business, or industry.

(c) The chair and all board members shall be appointed by the Commissioner of Education.

1. The chair shall be appointed for a term of 2 years and may be reappointed. However, no chair may serve more than 6 consecutive years.
2. Board members shall serve for 3-year terms or until resignation or removal for cause, except that members appointed to serve initial terms shall be appointed for staggered terms of 1, 2, and 3 years, respectively.

(d) In the event of a vacancy on the board caused by an occurrence other than the expiration of a term, a new member shall be appointed.

(e) Each member is accountable to the Commissioner of Education for the proper performance of the duties of office. The commissioner may remove any member from office for malfeasance, misfeasance, neglect of duty, incompetence, or permanent inability to perform official duties or for pleading nolo contendere to, or being found guilty of, a crime.

(8) ORGANIZATION, POWERS, AND DUTIES.—Within the limits prescribed in this section or by rule of the department:

(a) Upon appointment, the board shall meet and organize. Thereafter, the board shall hold such meetings as are necessary to implement the provisions of this section and shall conduct its business in accordance with rules promulgated by the department.

(b) The board may solicit and receive bequests, gifts, grants, donations, goods, and services. When gifts are restricted as to purpose, they may be used only for the purpose or purposes stated by the donor.

(c) The board may enter into contracts with the Federal Government, state or local agencies, private entities, or individuals to carry out the purposes of this section.

(d) The board may identify, initiate, and fund Jobs for Florida's Graduates programs

to carry out the purposes of this section.

(e) The board may make gifts or grants:

1. To the state, or any political subdivision thereof, or any public agency of state or local government.
2. To a corporation, trust, association, or foundation organized and operated exclusively for charitable, educational, or scientific purposes.
3. To the department for purposes of program recognition and marketing, public relations and education, professional development, and technical assistance and workshops for grant applicants and recipients and the business community.

(f) The board may advertise and solicit applications for funding and shall evaluate applications and program proposals submitted thereto.

(g) The board shall monitor, review, and annually evaluate funded programs to determine whether funding should be continued, terminated, reduced, or increased.

(h) The board shall establish an operating account for the deposit of funds to be used in carrying out the purposes of this section.

(i) The board shall operate the Jobs for Florida's Graduates Program in such a way, and shall recommend to the Department of Education the adoption of such rules as may be necessary, to ensure that the following outcome goals are met:

1. In year 1:

a. The statewide graduation rates, or GED test completion rates, of participants in the Jobs for Florida's Graduates Program shall be at least 82 percent by March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated.

b. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, 70 to 75 percent of participants in the Jobs for Florida's Graduates Program shall be employed a minimum of 40 hours per week in the civilian sector or the military or enrolled in postsecondary training education, or any combination of these that together are equivalent to 40 hours per week.

c. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, the average wage of participants in the Jobs for Florida's Graduates Program who are working shall be at or above the national average wage for all participants in programs affiliated with Jobs for America's Graduates, Inc.

2. In year 2:

a. The statewide graduation rates, or GED test completion rates, of participants in the Jobs for Florida's Graduates Program shall be at least 85 percent by March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated.

b. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, 75 to 78 percent of participants in the Jobs for Florida's Graduates Program shall be employed a minimum of 40 hours per week in the civilian sector or the military or enrolled in postsecondary training education, or any combination of these that together are equivalent to 40 hours per week.

c. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, the average wage of participants in the Jobs for Florida's Graduates Program who are working shall be at or above the national average wage for all participants in programs affiliated with Jobs for America's Graduates, Inc.

3. In years 3 through 5:

a. The statewide graduation rates, or GED test completion rates, of participants in the

Jobs for Florida's Graduates Program shall be at least 90 percent by March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated.

b. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, 80 percent of participants in the Jobs for Florida's Graduates Program shall be employed a minimum of 40 hours per week in the civilian sector or the military or enrolled in postsecondary training education, or any combination of these that together are equivalent to 40 hours per week.

c. By March 31 of the year following the end of the academic year in which the participants' respective high school classes graduated, the average wage of participants in the Jobs for Florida's Graduates Program who are working shall be at or above the national average wage for all participants in programs affiliated with Jobs for America's Graduates, Inc.

(j) The board may take such additional actions, including independently organizing and conducting hiring practices, as are deemed necessary and appropriate to administer the provisions of this section. To the maximum extent possible, the board shall hire Jobs for Florida's Graduates Program staff who operate in selected schools to fill necessary staff positions and shall provide for salary, benefits, discipline, evaluation, or discharge according to a contractual agreement. These positions shall not be state employee positions.

(9) DISTRIBUTION OF EARNINGS ON ENDOWMENT FUND PRINCIPAL.—The board shall use the moneys in the operating account, by whatever means, to provide for:

(a) Planning, research, and policy development for issues related to school-to-work transition and publications and dissemination of such information as may serve the objectives of this section.

(b) Promotion of initiatives for school-to-work transition.

(c) Funding of programs which engage in, contract for, foster, finance, or aid in job training and counseling for school-to-work transition research, education, or demonstration, or other related activities.

(d) Funding of programs which engage in, contract for, foster, finance, or aid in activities designed to advance better public understanding and appreciation of the school-to-work transition.

(10) STARTUP FUNDING.—Notwithstanding any provision of this section to the contrary, in order to provide for first year startup funds, 50 percent of the money allocated during the 12-month period beginning July 1, 1998, shall not be available for investment by the State Board of Administration, but shall be transmitted quarterly to the foundation board and shall be available to the foundation for the purposes set forth in this section.

(11) ACCREDITATION.—During the initial 5-year period, the board shall request and contract with the national accreditation process of Jobs for America's Graduates, Inc., to ensure the viability and efficacy of the individual school-based Jobs for Florida's Graduates programs in the state.

(12) ANNUAL AUDIT.—The board shall cause an annual audit of the foundation's financial accounts to be conducted by an independent certified public accountant in accordance with rules adopted by the department. The annual audit report shall be submitted to the Auditor General and the department for review. The Auditor General and the department may require and receive from the foundation, or from its independent auditor, any relevant detail or supplemental data.

(13) ASSESSMENT OF PROGRAM RESULTS.—The success of the Jobs for Florida's Graduates Program shall be assessed as follows:

(a) No later than November 1 of each year of the Jobs for Florida's Graduates Program, Jobs for America's Graduates, Inc., shall conduct and deliver to the Office of Program Policy Analysis and Government Accountability a full review and report of the program's activities. The Office of Program Policy Analysis and Government

Accountability shall audit and review the report and deliver the report, along with its analysis and any recommendations for expansion, curtailment, modification, or continuation, to the board not later than December 31 of the same year.

(b) Beginning in the first year of the Jobs for Florida's Graduates Program, the Division of Economic and Demographic Research of the Joint Legislative Management Committee shall undertake, during the initial phase, an ongoing longitudinal study of participants to determine the overall efficacy of the program. The division shall transmit its findings each year to the Office of Program Policy Analysis and Government Accountability for inclusion in the report provided for in paragraph (a).

(14) ANNUAL REPORT.--The board shall issue a report to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Commissioner of Education by March 1, 2000, and each year thereafter, summarizing the performance of the endowment fund for the previous fiscal year and the foundation's fundraising activities and performance and detailing those activities and programs supported by the earnings on the endowment principal or by bequests, gifts, grants, donations, and other valued goods and services received.

(15) RULES.--The department shall promulgate rules for the implementation of this section.

History.--s. 1, ch. 98-218.

Note.--

A. Section 2, ch. 98-218, provides that "[t]he Legislature shall conduct a review of the Jobs for Florida's Graduates Program after the fifth year of operation with recommendations for continuation, expansion, or termination of the program."

B. Section 3, ch. 98-218, provides:

"(1) There is created a 1-year pilot apprenticeship program at Okaloosa-Walton Community College to develop and implement programs designed to meet employee training needs of business and industry within the community college's service area.

"(2) Okaloosa-Walton Community College shall be recognized as an apprenticeship sponsor under the definition in s. 446.071, Florida Statutes, and shall be entitled to four positions as indicated

APPENDIX B

Florida Administrative Code

Chapter 38H-16.001 - 16.009

Apprenticeship Programs

CHAPTER 38H-16
APPRENTICESHIP PROGRAMS

38H-16.001	Purpose and Scope.
38H-16.002	Definitions.
38H-16.003	Eligibility and Procedure for Bureau Registration.
38H-16.004	Standards of Apprenticeship.
38H-16.005	Apprenticeship Agreement.
38H-16.006	Deregistration of Bureau Registered Program.
38H-16.007	Hearings.
38H-16.008	Complaints.
38H-16.009	Reinstatement of Program Registration.
38H-16.010	Preapprenticeship Programs.

38H-16.001 Purpose and Scope.

(1) Section 446.032, Florida Statutes, authorizes and directs the Division of Labor, Employment and Training, hereafter referred to as the "Division," to formulate and promote the furtherance of labor standards necessary to safeguard the welfare and wages of apprentices and to extend the application of such standards by requiring the inclusion thereof in contracts of apprenticeship.

(2) The purpose of this chapter is to set forth labor standards to safeguard the welfare and wages of apprentices and to extend the application of such standards by prescribing policies and procedures concerning the registration of acceptable apprenticeship programs with the State of Florida, Department of Labor and Employment Security, Division of Labor, Employment and Training, Bureau of Apprenticeship. These labor standards and procedures cover the registration, cancellation and deregistration of apprenticeship programs and of apprenticeship agreements; and matters relating thereto.

Specific Authority 446.032 FS, Law Implemented 446.032 FS. History—New 6-9-81, Formerly 38C-16.01, Amended 5-29-90, Formerly 38C-16.001.

38H-16.002 Definitions. As used in this part:

(1) "Registrant" or "Sponsor" means any person, association, committee, or organization in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer.

(2) "Employer" means a business entity which (i) is actively engaged by and through its own employees in the actual work of the occupation or trade being apprenticed, (ii) employs, hires and pays the wages of the apprentice and the journeyman serving as qualified training personnel training the apprentice, (iii) evaluates the apprentice, and (iv) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor which will be registered with the registration agency in the Division of Jobs and Benefits.

(3) "Apprenticeship Agreement" means a written agreement between an apprentice and either his employer or an apprenticeship committee acting as agent for employer(s) which agreement contains the terms and conditions of the employment and

training of the apprentice.

(4) "Joint-Apprenticeship Committee" means a committee, composed of an equal number of representatives of employers and employees, which has been established by an employer or group of employers and a bona fide collective bargaining agent or agents to conduct, operate, or administer an apprenticeship program and enter into apprenticeship agreement with apprentices selected for employment under the particular program.

(5) "Nonjoint Apprenticeship Sponsor" means an apprenticeship sponsor who does not participate in a bona fide collective bargaining agreement; it includes an individual nonjoint sponsor (apprenticeship program sponsored by one employer without the participation of a union) and a group nonjoint sponsor (apprenticeship program sponsored by two or more employers without the participation of a union).

(6) "Registration of an Apprenticeship Program" means the acceptance and recording of such program by the Bureau as meeting the basic standards and requirements of the Division for approval of such program. Approval is evidenced by a certificate or other written indicia.

(7) "Registration of an Apprenticeship Agreement" means the acceptance and recording thereof by the Bureau as evidence of the participation of the apprentice in a particular registered apprenticeship program.

(8) "Established Journeyman Hourly Rate" means the average of the hourly rates paid to all journeymen, as defined by Section 446.021(4), Florida Statutes, by all participating employers in an apprenticeship program.

(9) "Journeyman" means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation.

(10) "Established Industry Practices" means the number of years of training required by the majority of registered program standards for the particular trade or occupation.

(11) "Division" means the Division of Labor, Employment and Training of the Department of Labor and Employment Security.

(12) "Director" means the Director of the Division of Labor, Employment and Training.

(13) "Bureau" means the Bureau of Apprenticeship, Division of Labor, Employment and Training of the Department of Labor and Employment Security.

(14) "Chief" means the Chief of the Bureau of Apprenticeship.

(15) "Apprenticeship Representative" is an individual representative of the registration agency, properly authorized to act on behalf of the Bureau in matters concerning apprenticeship.

(16) "Registration Agent" means the Bureau of Apprenticeship, which has been properly established and constituted under applicable state and federal law and approved as the appropriate body for State registration and/or approval of local

apprenticeship programs and agreements for State and/or Federal purposes.

(17) "Registration Officer" means the Chief of the Bureau of Apprenticeship, properly authorized to act on behalf of the Division in matters of registering program standards, apprenticeship agreements, and the general supervision of apprenticeship programs which are registered with the Division.

(18) "Apprentice" means a person at least 16 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen craftsmen, which training should be combined with properly coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee.

Specific Authority 446.032 F.S. Law Implemented 446.021 F.S. History—New 6-9-81, Formerly 38C-16.02, Amended 5-29-90, Formerly 38C-16.002, Amended 9-4-97.

38H-16.003 Eligibility and Procedure for Bureau Registration.

(1) No apprenticeship program or agreement shall be eligible for Bureau registration unless it is in conformity with the applicable provisions of Chapter 446, Florida Statutes, and the training is in an apprenticeable occupation.

(a) Prior to the registration of any apprenticeship sponsor, all of the standards established by the Division of Labor, Employment and Training shall be met.

(b) The Bureau shall cooperate with and give all possible assistance to employers, associations, committees and other organizations that request registration of an apprenticeship program.

(c) There shall be a presumption that there is a need for apprenticeship training in each county in Florida unless proven to the contrary.

(2) Reasonable assurance of employment opportunities for training purposes necessary for completion of the contemplated program by individual apprentices shall be demonstrated prior to registration of a program by the Bureau. The number and size (number of employees) of employers committed to support the program will be considered in making this determination.

(3) Apprentices must be individually registered under a registered program. Such registration shall be made by filing copies of each apprenticeship agreement with the Bureau, and shall become effective upon signature by the Registration Officer.

(4) The Bureau must be promptly notified through the appropriate field office of the cancellation, suspension, or termination of any apprenticeship agreements, with cause for same, and of apprenticeship completions.

(5) Upon approval by the Registration Officer, apprenticeship programs shall be accorded registration, evidenced by a certificate of registration.

(6) Any modification(s) or change(s) to registered standards shall be promptly submitted to the Bureau through the appropriate field office, and if approved, shall be recorded and acknowledged as an amendment to such standards.

(7) The certificate of registration for an approved program will be made in the name of the program sponsor and will remain in effect subject to the rules as stated herein.

(8) The request for registration, together with all documents and data required by this chapter, shall be submitted in five copies.

(9) Under a program proposed for registration by an employer or employers' association, where the standards, collective bargaining agreement, or other instrument, provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program, and such participation is exercised, written acknowledgement of union agreement or "no objection" to the registration is required. Where no such participation is evidenced and practiced, the employer or employers' association shall simultaneously furnish to the union local, if any, which is the recognized or certified collective bargaining agent of the employees to be trained, a copy of its application for registration and of the apprenticeship program. In addition, upon receipt of the application and apprenticeship program, the Bureau shall promptly send by certified mail to such union local another copy of the application and of the apprenticeship program together with a notice that union comments will be accepted for thirty (30) days after the date of the agency transmittal.

(10) Where the employees to be trained have no collective bargaining agent, an apprenticeship program may be proposed for registration by an employer or group of employers.

(11) An apprenticeship program may be registered in one or more occupations simultaneously or individually with the provision that the program sponsor shall, within sixty (60) days of registration, be actively training apprentices on the job in each occupation for which registration is granted.

(12) Each occupation for which a program sponsor holds registration shall be subject to cancellation if no active training of apprentices on the job has occurred within one consecutive ninety (90) day period.

(13) Notwithstanding the foregoing requirements and procedures, apprenticeship programs and standards of sponsoring entities in other than the building and construction industry formed on a multi-state basis and registered pursuant to all requirements of Title 29 C.F.R., Section 29, by any federally recognized state apprenticeship agency/council or by the Bureau of Apprenticeship and Training of the U.S. Department of Labor shall be afforded approval reciprocity by the Florida Bureau of Apprenticeship if such reciprocity is requested by the sponsoring entity and if a determination of need has been made as provided by Section 446.071, Florida Statutes, as amended.

Specific Authority 446.032 F.S. Law Implemented 446.032, 446.041, 446.052, 446.071, 446.075 F.S. History—New 6-9-81, Formerly 38C-16.03, Amended 5-29-90, Formerly 38C-16.003.

38H-16.004 Standards of Apprenticeship. The following standards are prescribed for an apprenticeship program:

(1) The program must be an organized, written plan embodying the terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable occupation, as defined in this chapter, and subscribed to by a sponsor who has undertaken to carry out the apprentice training program.

(2) The standards must contain provisions concerning the following:

(a) The employment and training of the apprentice in a skilled trade;

(b) A term of apprenticeship, not less than 2,000 hours of work and training, which hours are excluded from the time spent at related instruction, and which shall be consistent with training requirements as established by industry practice;

(c) An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

(d) Provision for organized related and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is required. Such instruction may be given in a classroom, through trade, industrial, or approved correspondence courses of equivalent value approved by the Bureau;

(e) Wage Provisions —

1. A progressively increasing schedule of wage rates to be paid the apprentice, consistent with the skill acquired, which shall be expressed in percentages of the established journeyman hourly rate. The rates represent the minimum for each incremental period of apprenticeship. The established journeyman hourly rate applicable among all participating employers shall be stated in dollars and cents.

2. The entry apprentice wage rate shall be no less than 35 percent of the established journeyman hourly rate paid by all participating employers in the program. Provided, however, that in no event shall the apprentice wage rate be less than the minimum wage prescribed for the Fair Labor Standards Act.

3. No apprentice shall receive an hourly wage less than the percentage for the incremental period in which he is serving applied to the established journeyman rate.

4. The established journeyman hourly rate provided for by the standards shall be reviewed and adjusted annually.

5. The minimum hourly apprentice wage rate paid during the last incremental period of apprenticeship shall be not less than 75 percent of the established journeyman wage rate.

6. This subsection governing apprentice wages

shall not be interpreted or construed in a manner that would cause a conflict with applicable federal law or regulations. The minimum entry apprentice wage rate and the minimum apprentice wage rate during the last incremental period of apprenticeship shall be reviewed periodically by the Division of Labor and amended when determined necessary.

(f) Periodic review and evaluation of the apprentice's progress in job performance and related instruction, and the maintenance of appropriate progress records;

(g) The ratio of apprentices to journeymen consistent with proper supervision, training, and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one apprentice to the employer in each apprenticeable occupation, and one apprentice for each three journeymen thereafter. It shall be the responsibility of the committee to ensure that the allowable ratio of apprentices to journeymen is consistently maintained in the program as a whole, by each participating employer, and on the job site;

(h) A probationary period reasonable in relation to the full apprenticeship term, with full credit for such period toward completion of apprenticeship;

(i) Adequate and safe equipment facilities for training and supervision, and safety training for apprentices on the job and in related instruction;

(j) The required minimum qualifications for persons entering an apprenticeship program;

(k) The placement of an apprentice under an apprenticeship agreement. The agreement shall directly, or by reference, incorporate the standards of the program as part of the agreement;

(l) Grant of advance standing or credit for previously acquired experience, training, skills, or aptitude for all applicants equally, with commensurate wages for any accorded progression step;

(m) Transfer of employer's training obligation through the committee, if one exists and as warranted, to another employer, with full credit to the apprentice for satisfactory time and training earned;

(n) Assurance of qualified training personnel;

(o) Recognition for successful completion of apprenticeship evidenced by an appropriate certificate;

(p) Identification of the registration agency;

(q) Provision for the registration, cancellation and deregistration of the program; and requirement for the prompt submission of any modification or amendment thereto;

(r) Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the Bureau of persons who have successfully completed apprenticeship programs; and notice of cancellations, suspensions and terminations of apprenticeship agreements and causes therefor;

(s) Authority for the termination of an apprenticeship agreement during the probationary period by either party without stated cause;

(t) Provision for not less than five days' notice to apprentice of any proposed adverse action and cause therefor with stated opportunity to apprentice

during such period for corrective action, unless other acceptable procedures are provided for in the collective bargaining agreement;

(u) Provision for a grievance procedure, and the name and address of the appropriate authority under the program to receive, process and make disposition of, complaints;

(v) Recording and maintenance of all records concerning apprenticeship as may be required by state or federal law;

(w) Provision for a participating employer's agreement —

1. Each participating employer shall sign a participating employer's agreement with the program sponsor accepting the funding formula and all other requirements of the program standards, unless otherwise provided for in a collective bargaining agreement;

2. The program sponsor shall notify the Bureau on a current basis who its participating employers are and shall notify the Bureau of any change in the status of each participating employer. Where the program sponsor uses a participating employers' agreement, a copy of same and the cancellation thereof, being furnished to the Bureau will satisfy the requirements of this subsection;

(x) A funding formula providing for the equitable participation of each participating employer in funding of the program;

(y) All apprenticeship standards must contain articles necessary to comply with Federal laws, regulations, and rules pertaining to apprenticeship;

(z) Provision that a contractor shall not work an apprentice in the jurisdiction of another committee until he so notifies the Bureau and all local joint apprenticeship committees if covered by a collective bargaining agreement or the Bureau and all local nonjoint committees if not covered by a collective bargaining agreement. The purpose of this notice is to provide the opportunity for a mutually agreeable, voluntary assignment of apprentices from a local committee if apprentices are available.

Specific Authority 446.032 FS. Law Implemented 446.041, 446.075 FS. History—New 6-9-81, Amended 7-10-83, Formerly 38C-16.04, Amended 5-29-90, Formerly 38C-16.004.

38H-16.005 Apprenticeship Agreement. The apprenticeship agreement shall contain:

(1) Names and signatures of the contracting parties (apprentice, and the program registrant or employer), and the signature of a parent or guardian if the apprentice is a minor;

(2) The date of birth of apprentice;

(3) Name and address of the program registrant and registration agency;

(4) A statement of the trade or craft which the apprentice is to be taught, and the beginning date and term (duration) of apprenticeship;

(5) A statement showing:

(a) The number of hours to be spent by the apprentice in work on the job;

(b) The number of hours to be spent in related and supplemental instruction which is required to be not less than 144 hours per year;

(6) Statements providing:

(a) For a specific period of probation during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the registration agency;

(b) That, after the probationary period, the agreement may be suspended, cancelled, or terminated for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and said agency of the final action taken;

(7) A reference incorporating, as part of the agreement, the standards of the apprenticeship program as it exists on the date of the agreement and as it may be amended during the period of the agreement;

(8) A statement that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training without discrimination because of race, color, religion, national origin or sex;

(9) A statement that if an employer is unable to fulfill his obligation under his apprenticeship agreement, the agreement may, with consent of the apprentice and committee if one exists, be transferred to another employer under a registered program with written notice of the transfer to the registration agency and with full credit to the apprentice for satisfactory time and training earned;

(10) Name and address of the appropriate authority, if any, designated under the program to receive, process and make disposition of controversies or differences arising out of the apprenticeship agreement when the controversies or differences cannot be adjusted locally or resolved in accordance with the established trade procedure or applicable collective bargaining provisions;

(11) A statement that in the event the registration of the program has been cancelled or revoked, the apprentice will be notified within 15 days of the event.

Specific Authority 446.032 FS. Law Implemented 446.041, 446.071, 446.092 FS. History—New 6-9-81, Formerly 38C-16.05, 38C-16.005.

38H-16.006 Deregistration of Bureau Registered Program. Deregistration of a program may be effected either upon the voluntary action of the registrant by a request for cancellation of the registration or upon notice by the Bureau to the registrant stating cause, and instituting formal deregistration proceedings in accordance with the provisions of this chapter.

(1) Request by registrant. The Chief may cancel the registration of an apprenticeship program by a written acknowledgement of such request stating, but not limited to, the following:

(a) The registration is cancelled at registrant's request, and giving the effective date of such cancellation;

(b) That, within 15 workdays of the date of the acknowledgement, the registrant must notify all apprentices of such cancellation and the effective date; that such cancellation automatically deprives the apprentice of his individual registration.

(2) Deregistration by Bureau.

(a) Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated, or administered in accordance with the registered standards or the requirements of this chapter.

(b) Where it appears the program is not being operated in accordance with the registered standards or with the requirements of this chapter, the apprenticeship representative shall notify the Chief, and the Chief shall so notify the program registrant in writing.

(c) The notice shall be sent by registered or certified mail, return receipt requested, shall state the deficiency(s) and remedy(s) required and shall state that the program will be deregistered for cause unless corrective action is taken within 30 days.

(d) During the period for correction, the registrant shall be assisted in every reasonable way by the Bureau.

(e) If the required action is not taken within the allotted time, the Chief shall send a notice to the registrant by registered or certified mail, return receipt requested, stating the following:

1. This notice is sent pursuant to this subsection;

2. That certain deficiencies were called to registrant's attention and remedial actions requested;

3. Based upon the stated cause, the program will be deregistered, unless within 15 workdays of receipt of this notice the registrant requests a hearing;

4. If a hearing is not requested by the registrant, the program will be automatically deregistered.

(f) If the registrant requests a hearing, the Bureau shall notify the Division. The Division Director shall conduct the hearing or request that the Division of Administrative Hearings conduct the hearing as provided in Chapter 120, Florida Statutes. In either case, the Administration Commission model rules of procedure shall be used.

(g) Based upon the evidence presented at the hearing, the hearing officer may recommend and the Division Director, within his discretion may allow the registrant a reasonable time to achieve voluntary corrective action.

(h) Every order of deregistration shall contain a provision that the registrant shall, within 15 workdays of the effective date of the order, notify all registered apprentices of the deregistration of the program, the effective date, and that such action automatically deprives the apprentice of his individual registration.

Specific Authority 446.032 FS. Law Implemented 443.041(2) FS. History—New 6-9-81, Formerly 38C-16.06, 38C-16.006.

38H-16.007 Hearings.

(1) Upon denial by the Bureau of request for approval of an apprentice program, the applicant shall have the opportunity for a public hearing on the said denial. Notice of denial by the Bureau shall be by registered or certified mail, return receipt requested. A request for hearing shall be

made (postmarked) within fifteen (15) work days of receipt of the notice of denial. Hearings shall either be conducted by the Division Director or, upon request of the Division Director, by a hearing officer assigned from the Department of Administration, Division of Administrative Hearings, as provided in Chapter 120, Florida Statutes. In either case, the Administration Commission model rules of procedure shall govern.

(2) Deregistration hearings shall either be conducted by the Division Director, or, upon request of the Division Director, by a hearing officer assigned from the Department of Administration, Division of Administrative Hearings, as provided in Chapter 120, Florida Statutes. In either case, the Administration Commission model rules of procedure shall govern.
Specific Authority 446.032 FS. Law Implemented 446.041(2), 446.071, 446.081(3) FS. History—New 6-9-81, Formerly 38C-16.07, 38C-16.007.

38H-16.008 Complaints.

(1) Any controversy or difference arising under an apprenticeship agreement or under the registered apprenticeship or preapprenticeship standards, which cannot be resolved locally, or which is not covered by a collective bargaining agreement, may be submitted by an apprentice or other affected person, or by the authorized representative of either, to the Bureau for review. Matters covered by a collective bargaining agreement, however, shall be submitted and processed in accordance with the procedures therein provided.

(2) The complaint shall be in writing, signed by the complainant and be submitted within 60 days of receipt of the local decision or within 60 days of the date it becomes apparent that a decision at the local level cannot be reached. The complaint shall set forth the specific problem including a statement of all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint.

(3) The Chief or his designee shall review the complaint and all available pertinent information and shall conduct such investigation as may be necessary to make a decision on the complaint. A request by an affected party for a hearing on the complaint shall be granted or denied within 15 days of receipt by the Bureau in Tallahassee. Hearings shall be conducted in accordance with the Administration Commission model rules of procedure.

Specific Authority 446.032 FS. Law Implemented 446.041(2), 120.57 FS. History—New 6-9-81, Formerly 38C-16.08, 38C-16.008.

38H-16.009 Reinstatement of Program Registration. Any apprenticeship program deregistered pursuant to this chapter may be reinstated upon presentation of adequate evidence that the apprenticeship program is operating in accordance with this chapter. Such evidence shall be presented to the Chief if the registrant had not requested a hearing or to the Director if an order of deregistration was entered pursuant to a hearing.
Specific Authority 446.032 FS. Law Implemented 446.041(2) FS. History—New 6-9-81, Formerly 38C-16.09.

38C-16.009.

38H-16.010 Preapprenticeship Programs.

(1) Purpose and Scope.

Section 446.011, Florida Statutes, directs the Division of Labor, Employment and Training of the Department of Labor and Employment Security to develop uniform minimum standards for preapprenticeship programs in apprenticeable occupations, and to cooperate with and assist the Division of Vocational, Adult and Community Education of the Department of Education and appropriate vocational education institutions in the development of viable programs of apprenticeship and preapprenticeship. The primary objective of the preapprenticeship program is to provide Florida residents with educational and training opportunities to enable them, upon completion of preapprenticeship training, to obtain entrance into a registered apprenticeship program, based upon the selection criteria established by a registered apprenticeship program sponsor.

(2) Definitions.

(a) "Completion Certificate" means the official document issued by the registration agency to an individual completing preapprenticeship training as verified by the program sponsor.

(b) "On-the-Job Training" means supervised trade specific employment, but is not a primary training objective. However, when OJT is incorporated into program standards by the committee, OJT becomes a monitoring responsibility of the committee. On-the-job training providers must be participating employers.

(c) "Participating Employers" means those employers eligible to provide supervised OJT experience to preapprentices by virtue of their "participating employer" agreement.

(d) "Preapprentice" means any person 16 years of age or over engaged in any course of instruction in the public school system or elsewhere, which course is registered as a preapprenticeship program with the Division of Labor, Employment and Training of the Department of Labor and Employment Security.

(e) "Preapprenticeship Agreement" means a written agreement between the preapprentice and the preapprenticeship program sponsor, containing the terms and conditions of training and incorporating the registered program standards as part of the agreement.

(f) "Preapprenticeship Committee" means the same as the registered apprenticeship program sponsor's committee, or a group appointed by registered apprenticeship program sponsor committees, or their designees.

(g) "Preapprenticeship Program" means an organized course of instruction, in the public school system or elsewhere, which course is designed to prepare a person 16 years of age or older to become an apprentice, and which course is approved and registered with the Division of Labor, Employment and Training and sponsored by a registered apprenticeship program. Registered preapprenticeship programs shall be part of regular

or adult high school programs when occurring in a public school system.

(h) "Ratio" means the number of preapprentices allowed per journey person in programs incorporating OJT.

(i) "Registration Agency" means the Division of Labor, Employment and Training of the Department of Labor and Employment Security, properly established and constituted under applicable state and federal law as the designated body for approval and registration of preapprenticeship programs and individual preapprenticeship agreements for state purposes.

(j) "Registration Officer" means the Director of the Division of Labor, Employment and Training or designee authorized to act on behalf of the Division of Labor, Employment and Training (the "division") in matters related to approving and registering program standards, and agreements, and providing oversight supervision for all registered preapprenticeship programs.

(k) "Related Instructions" means an organized and systematic form of instructions designed to prepare and provide the preapprentice with appropriate training to qualify for entry into the sponsor's registered apprenticeship program.

(l) "Sponsor" means any entity that has an active certification of a registered apprenticeship program and has also received certification from the registration agency for a preapprenticeship program.

(m) "Term of Preapprenticeship" means the course period determined by the committee and shall be realistic in terms of attainment relative to national standards; not to exceed two consecutive years.

(n) "Uniform Minimum Preapprenticeship Standards" means the minimum requirements established uniformly for each craft under which a preapprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, objective standards to measure successful completion of the preapprenticeship program, and the percentage of credit that may be given to preapprenticeship completors upon acceptance into the apprenticeship program.

(o) "Work Processes" means an outline of supervised work experience and on-the-job training with the allocation of maximum hours to be spent in each activity.

(3) Eligibility and Procedure for Program Registration.

All preapprenticeship programs and subsequent preapprenticeship actions must meet the following provisions to be eligible for registration with the division.

(a) The preapprenticeship program must be approved by the registration agency and registered in accordance with Chapter 446, Florida Statutes, and the standards of preapprenticeship contained in rule section 38H-16.010(4).

(b) The preapprenticeship program must be established in an apprenticeable occupation, and be designed to prepare individuals for entry into

registered apprenticeship training programs and provide training in an apprenticeable occupation.

(c) There must exist reasonable assurance of employment demand in the occupational area being preapprenticed so as to allow preapprentices to transition into registered programs of apprenticeship. Demand occupational areas are those occupations listed in the "Apprenticeable Occupational List" published by the Division of Jobs and Benefits. The list may be obtained from the Department of Labor and Employment Security, Office of Apprenticeship, 1320 Executive Center Drive, Suite 201, Atkins Building, Tallahassee, Florida 32399-0667.

(d) The preapprenticeship program must include one or more related apprenticeable trade categories.

(e) Each individual preapprenticeship program must be directly sponsored by one or more registered apprenticeship programs in the same trade, or in the case of a multiple trade sponsor, the same trades.

(f) Preapprentices will be individually registered in one trade, with an agreement which shall be registered with the Division of Labor, Employment and Training.

(g) Preapprenticeship programs must be actively training preapprentices within 90 days of registration. Programs which go inactive and remain the same (no participants training occurring) for more than one year shall be canceled.

(h) Modifications or amendments to registered program standards shall be promptly submitted to the registration agency for review and approval.

(i) Approved preapprenticeship programs shall be evidenced by a certificate of registration issued in the name of the affiliated apprenticeship program sponsor which has administrative responsibility. Program registrations shall be renewed every five years.

(j) Registered program standards shall become part of each and every registered preapprenticeship agreement, and each and every registered preapprentice shall have the right to obtain and review a copy of the registered program standards, upon request.

(k) Program registration shall be canceled for just cause or by mutual consent of the sponsor, participants, and the registration agency. The sponsor shall give adequate notice to all program participants of any adverse action that may occur.

(4) Standards of Preapprenticeship.

The following standards are prescribed for a preapprenticeship program:

(a) The program must be an organized, written plan embodying the terms and conditions of training, including employment and supervision when on-the-job training is incorporated, in a program of preapprenticeship for one or more preapprentices in an apprenticeable occupation, as defined in this chapter and subscribed to by a registered apprenticeship program sponsor who has agreed to sponsor the preapprenticeship program.

(b) Required Safety Practices.

1. All preapprentice programs must comply with

the following federal and state laws and regulations:

a. Subpart C of Part 570 of Title 29 of the Code of Federal Regulations (C.F.R.), 7-1-93 edition.

b. Florida Statutes, section 450.061.

c. Rule 38H-14.003, Florida Administrative Code.

d. Rule 38H-14.004, Florida Administrative Code.

e. Rule 38H-14.005, Florida Administrative Code.

2. The foregoing laws and regulations are hereby incorporated into this rule by reference. Copies of the foregoing may be obtained from the Department of Labor and Employment Security, Bureau of Job Training, 1320 Executive Center Drive, Suite 201, Atkins Building, Tallahassee, Florida 32399-0667.

(c) The standards must contain the following provisions:

1. The composition and duties of the program committee.

2. When OJT is incorporated into a program, the training of the preapprentice must be in the trade specifically registered for the sponsor by the registration agency.

3. A term of preapprenticeship established by the committee and designed to prepare the preapprentice for entry or transition into the sponsor's registered apprenticeship training program.

4. Provision for organized related technical instructions in technical subjects related to the trade or occupation, with additional provision for the preapprentice to earn a high school diploma or equivalency diploma, if the apprenticeship committee for the sponsoring entity includes the earnings of a high school diploma as a registered requirement.

5. An outline of work processes in which the preapprentice will receive supervised work experience and on-the-job training, and allocation of the approximate time to be spent in each process.

6. Wage Provisions:

a. In no event shall the preapprentice wage rate for program incorporated on-the-job training be less than the minimum wage prescribed for the Fair Labor Standards Act.

b. This subsection governing preapprentice wages shall not be construed or interpreted in a manner that would cause a conflict with applicable federal law or regulations.

7. The ratio of preapprentices to journeypersons in programs incorporating on-the-job training shall not exceed one preapprentice to three journeypersons in construction related programs.

8. The ratio of preapprentices to journeyperson in non-construction programs shall be as established by the sponsor's committee and approved in the registered standards.

9. Provision for the maintenance of preapprenticeship records for at least two years following the individual's completion. In addition, the registration agency shall be provided:

a. The location of program records if records are not maintained on the respective school campus; and

b. The availability of records of the preapprentices on-the-job work experience and related instruction progress for review by the registration agency or its authorized representative upon request.

10. Provisions for instructing the preapprentice in safety and health related work practices, including:

a. Assurance that the preapprentice will be trained in facilities and other environments that are in compliance with occupational safety and health standards under Public Law 91-596, dated December 29, 1970; and

b. Instruction to make preapprentices aware of their rights under the Right-to-Know Law, as set forth in Chapter 442, Florida Statutes.

11. The required minimum qualifications for students or other individuals entering into the preapprenticeship program.

12. The placement of a preapprentice under a preapprenticeship agreement; evidenced by the signing of same by the preapprentice and the sponsor and subsequently registered with the registration agency.

13. Assurance of qualified instructors and training personnel, when on-the-job training is to occur.

14. Provision for termination of the preapprenticeship agreement for good cause.

15. A plan for resolving differences.

16. Provision for not less than five days notice to the preapprentice of any adverse action and cause therefore, with stated opportunity to the preapprentice for corrective action during such period.

17. Provision for a participating employer's agreement, including:

a. Acceptance of the program training standards requirements;

b. Agreement to provide immediate notification to the committee of each and every worksite when the preapprentice is provided on-the-job training; and

c. Agreement to provide the committee with the participating employer's current address, phone number and that of the official employer representative.

18. The inclusion of an Equal Employment Opportunity Pledge and Affirmative Action Plan, including:

a. Procedure for dissemination of program openings and opportunities; and

b. An approved selection procedure that does not discriminate against any individual on the grounds of race, color, religion, sex, national origin, citizenship, age, disability, or political participation.

19. Provision for registration, cancellation and deregistration of the program; and the requirement of quick submission of any amendment or modification of program standards to the registration agency.

20. Provision for notifying the registration agency of all actions regarding registered preapprentices.

21. Provision for requesting issuance of a preapprenticeship completion certificate from the registration agency.

(5) Preapprenticeship Agreement.

The preapprenticeship agreement shall contain:

(a) Names and signatures of contracting parties (preapprentice and sponsor) and the signature of parent or guardian if the individual is a minor.

(b) The preapprentice's date of birth.

(c) Name and address for the program sponsor and registration agency.

(d) Name and address of school, if participant is enrolled in secondary education.

(e) A statement showing:

1. The number of hours to be spent in related classroom type instruction; and location of instructional facility.

2. The number of hours to be spent in on-the-job training, if any.

(f) A statement that the agreement can be canceled for due cause or by mutual consent; and in the case of due cause, a reasonable opportunity for corrective action may occur upon mutual agreement.

(g) A reference incorporating the standards as part of the preapprenticeship agreement as they exist on the date of agreement.

(h) A statement that the preapprentice will be afforded Equal Employment Opportunity in all phases of on-the-job training without discrimination because of race, color, religion, national origin or sex.

(i) The expected completion date.

(6) Deregistration of Registered Preapprenticeship Programs.

(a) Deregistration of an approved program shall be effected by the voluntary action of the registrant by request to the registration agency, stating cause and requesting formal deregistration. Deregistration shall be initiated when the registration agency has reason to believe or learns that the program sponsor is operating the preapprenticeship program sponsoring apprenticeship program out of compliance with the registered program standards or established uniform minimum standards of the Division of Labor, Employment and Training, or is otherwise not in compliance with the provisions of this rule.

(b) When requested by the sponsor, the Division or its designee will:

1. Send notice to the sponsor that the program is canceled, at the sponsor's request, giving effective date; and

2. Advise the sponsor of responsibility to notify all participants within fifteen days prior to the effective date that the program is being canceled and that cancellation automatically terminates and deprives the individuals preapprenticeship registration.

(c) When it appears the program is not operating in compliance, the division or its designee will:

1. Notify the sponsor, by registered mail, stating program deficiency and advising of required remedies and shall state the program will be deregistered for cause unless corrective action is taken within 30 days;

2. During the period for correction, assist in formulation corrective action plan; and

3. If required action is not taken within the allocated time, the division or its designee shall provide notice to the sponsor, including:

a. Identification of this subsection as authority for notice;

b. Identification of certain deficiencies which were called to the sponsor's attention and remedial action requested;

c. Notification that based upon stated cause, the program will be deregistered within 15 calendar days of receipt of the notice, unless the sponsor requests a hearing; and

d. Notification that if a hearing is not requested by the sponsor, the program will be automatically deregistered.

e. Sponsors shall be notified of automatic deregistration by final agency action.

(d) If the sponsor requests a hearing, the Director of the Division of Labor, Employment and Training shall be notified. The Secretary of the Department of Labor and Employment Security, or designee, will conduct the hearing or request that the Division of Administrative Hearings conduct the hearing as provided in Chapter 120, Florida

Statutes, Chapter 38-5, Florida Administrative Code, shall apply to hearings conducted by the Secretary or designee.

(e) Based upon evidence presented at the hearing, the hearing officer may recommend and the Division Director, shall allow the sponsor 15 days to achieve voluntary corrective action.

(f) Every order of deregistration shall contain a provision that the sponsor shall, within 15 workdays of the effective date of order, notify all registered preapprentices of the deregistration of the program, the effective date, and that such action automatically deprives the preapprentice of individual registration.

(7) Program Completers.

(a) The sponsor of an apprenticeship program shall give primary consideration for admission to persons who complete the sponsor's preapprenticeship program.

(b) The preapprenticeship completors who enter an apprenticeship program shall be exempted from repeating any related course of instruction equal to the time period of their preapprenticeship, if the graduate passes a competency examination. Exemptions shall be determined based upon the standards established by the registered apprenticeship program sponsor and registered as part of the preapprenticeship program.

Specific Authority 446.011, 446.032, 446.041 FS. Law Implemented 446.052 FS. History—New 6-9-81, Formerly 38C-16.10, Amended 8-18-94, 4-8-96, Formerly 38C-16.010, Amended 1-25-98, 3-15-98, 4-27-98.

CHAPTER 38H-20
STATE APPRENTICESHIP COUNCIL

- 38H-20.001 Name, Authority and Responsibilities.
38H-20.002 Composition of Membership and Length of Service on the Council.
38H-20.003 Officers and Their Functions.
38H-20.004 Meetings.
38H-20.005 Amendments.

38H-20.001 Name, Authority and Responsibilities.

(1) The name of the Council shall be the Florida State Apprenticeship Council, hereafter referred to as "the Council". The Council is composed of two (2) Sub-Councils which are the Joint and Nonjoint. The Joint Sub-Council represents employee organizations which are apprenticeship sponsors and participate in a collective bargaining agreement. The Nonjoint Sub-Council represents employer organizations which are apprenticeship sponsors and do not participate in a collective bargaining agreement. The Joint Sub-Council represents employees and the Nonjoint Sub-Council represents management. These Rules shall be applicable to the Sub-Councils and to the Council.

(2) The Council is created by Section 446.045, Florida Statutes.

(3) The Council shall advise the Division of Labor, Employment and Training of the Department of Labor and Employment Security on matters relating to apprenticeship and provide for representation of both employees and management on the Council.

(4) The Council shall have those duties and responsibilities as provided in Chapter 446, Florida Statutes, as amended.

(5) The Division of Labor, Employment and Training shall provide staff support for the Council. The Division of Labor, Employment and Training shall be responsible for notifications to members and interested parties of the time and place of meetings, as well as making arrangements for a suitable meeting place and necessary equipment and materials. Staff shall summarize the proceedings of each Council meeting and present a complete, accurate, and thorough copy of these records, as approved by the chairman, to each of the Council members within four (4) weeks after each meeting. At least one (1) regular staff member other than the Chief of the Bureau of Apprenticeship, shall be present at each meeting of the Council of Sub-Councils.

Specific Authority 446.032 FS. Law Implemented 446.045 FS. History—New 5-5-83, Formerly 38C-20.01, Amended 1-9-90, Formerly 38C-20.001.

38H-20.002 Composition of Membership and Length of Service on the Council.

(1) The Council shall be composed of thirteen (13) members. Three (3) of these members will be nonvoting ex officio members and will include the State Director of the Bureau of Apprenticeship and Training of the U.S. Department of Labor, the Program Director of Industrial Education from the

Department of Education; and the Director of the Division of Labor, Employment and Training who will also be Chairman of the Council. The ten (10) remaining voting members will be appointed by the Governor with five (5) members representing joint employee organizations, and five (5) members representing nonjoint employer organizations. Initially, as of January 1, 1989, the Governor will apply staggered terms of office to the appointed membership such that the Governor shall designate two of the members representing joint organizations and two of the members representing nonjoint organizations to four (4) year terms, one member each representing joint and nonjoint organizations to three (3) year terms, one member each from joint and nonjoint organizations to two (2) year terms, and one member each from joint and nonjoint organizations to one (1) year terms. Thereafter, joint and nonjoint representatives will be appointed for four (4) year terms.

(2) The Chairman shall contact any member of the Council who is not present at one (1) regular Council meeting to notify him that he will be removed if he misses the next consecutive meeting. The Chairman shall provide written notification to the Secretary of the Department of Labor and Employment Security requesting that the member be replaced on the Council after he has missed the second consecutive meeting.

(3) Any vacancy on the Council shall be filled by the Governor in accordance with the procedures established in 38H-20.002(1), and shall be for the remainder of the unexpired term.

Specific Authority 446.032 FS. Law Implemented 446.045 FS. History—New 5-5-83, Formerly 38C-20.02, Amended 1-9-90, Formerly 38C-20.002.

38H-20.003 Officers and Their Functions.

(1) Chairman — The Director of the Division of Labor, Employment and Training shall serve as Chairman to the Council. The Chairman shall have the responsibilities of convening meetings, calling special meetings when justified by the circumstances, appointing committees and subcommittees, appointing chairpersons and membership for committees and subcommittees, receiving all proposed agenda items, selecting agenda items, finalizing the official agenda, and approving all expenditures made by the Council. In the event the Chairman is absent from a Council meeting, the Chairman's designee will chair the meeting in his place.

(2) Education Representative — The Administrator of Industrial Education of the Department of Education shall represent vocational education, participate in Council discussions, and have no vote on Council issues.

(3) Executive Secretary — The Chief of the Bureau of Apprenticeship shall serve as the Executive Secretary to the Council. The Executive Secretary is not a member of the Council and does not have a vote on council issues. The Executive Secretary shall be responsible for maintaining the records of each meeting, participating in Council discussions, and providing updates on general activities of Apprenticeship.

(4) Bureau of Apprenticeship and Training (BAT) State Director — The Federal Bureau of Apprenticeship and Training (BAT) State Director will function in an advisory capacity as an ex officio member with no vote on Council issues. *Specific Authority 446.032 FS. Law Implemented 446.045 FS. History—New 5-5-83, Formerly 38C-20.03, Amended 1-9-90, Formerly 38C-20.003.*

38H-20.004 Meetings.

(1) Meetings of the Council shall be subject to the provisions of Chapter 286, Florida Statutes, and only those matters contained in the notice of meeting provided by the Division of Labor, Employment and Training pursuant thereto shall be considered for vote by the Council. In addition, the Council shall meet at the call of the Chairman for special meetings when justified by the circumstances.

(2) All members will be notified in writing of the exact date, time, place, and purpose of the meeting at least fourteen (14) calendar days in advance. If the Chairman determines that a special meeting is necessary for an emergency situation, the requirement for fourteen (14) calendar days notice may be waived. The Council may recommend a place and time for meetings.

(3) Agendas will be prepared as follows:

(a) An agenda of all meetings of the Council and when possible of the "called" meetings will be distributed to the Council members at least seven (7) calendar days in advance of the meeting.

(b) Issue papers will be developed on each proposed agenda item and will indicate whether or not the issue should be voted by Council.

(c) All proposed agenda items must be submitted to the Chairman two (2) weeks prior to the Council meeting. The Chairman shall determine the appropriateness of the proposed agenda items or issues and select items/issues to be placed on the official agenda. Agenda items and issue papers received after the two (2) weeks agenda publication deadline as stated in the notice to Council members shall not appear on the agenda for the upcoming meeting. These issues may be considered for the agenda for the next meeting, and if the Chairman determines that a late issue is

an emergency situation, he may modify the agenda in accordance with Section 120.53(1)(d), Florida Statutes, to include the item, or a special meeting may be called.

(d) The Council will discuss only listed agenda items as selected from those which have been received by the Chairman of the Council prior to the agenda publication deadline. The Chairman may recognize citizens attending Council meetings for comments on Council issues.

(e) The public should submit their proposed agenda items and issues for deliberations to duly appointed Council members including the Chairman of the Council, for consideration as agenda items. Council members will submit these items from the public to the Chairman by the designated agenda publication deadline.

(4) A quorum for all regular and called meetings of the Council shall exist when a majority of the Council members are present, consisting of a minimum of three (3) joint and three (3) nonjoint members.

(5) The conclusion on a question shall be determined by a majority vote of Council members in attendance. This conclusion shall be considered the final recommendation of the Council. The minority may state its opposition to the conclusion in the form of a report to the Chairman and the Council.

(6) In matters not covered by these rules, Robert's Rules of Order shall govern the procedures of the Council, Sub-Councils, and any appointed committees.

Specific Authority 446.032 FS. Law Implemented 446.045 FS. History—New 5-5-83, Formerly 38C-20.04, Amended 1-9-90, Formerly 38C-20.004.

38H-20.005 Amendments.

These Rules/Procedures may be amended, modified, or repealed by the Division of Labor, Employment and Training. Recommendations for changes to the Rules/Procedures may be submitted to the Chairman. Rules, amendments, and repeals of rules shall be done in accordance with Chapter 446, Florida Statutes, and Chapter 120, Florida Statutes. *Specific Authority 446.032 FS. Law Implemented 446.045 FS. History—New 5-5-83, Formerly 38C-20.05, Amended 1-9-90, Formerly 38C-20.005.*

APPENDIX C

U. S. Department of Labor

Bulleting No. 97-02

List of Occupations Recognized as

Apprenticable

BULLETIN No. 97-02

May 1, 1997

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION
Bureau of Apprenticeship
and Training
Washington, D.C. 20210

Distribution:
AIMS USERS VIA
GROUPWISE

Subject: Code: 402
List of Occupations
Recognized as Apprenticeable
By the Bureau of Appren-
ticeship and Training

Symbols: DNIP:BAJ

Action:

PURPOSE: To transmit the Bureau's list of occupations recognized as apprenticeable.

BACKGROUND: The attached list includes occupations recognized as apprenticeable by the Bureau. They were approved by either the Bureau or by one or more State Apprenticeship Councils (SAC). Occupations that have been approved by SACs but are not recognized by the Bureau are not included on the list.

Titles and Codes are from the Revised Fourth Edition of the Dictionary of Occupational Titles (DOT). Sponsors should be encouraged to use the revised titles and codes for all occupations.

One occupation has been recognized since the last list was issued:

0707 Safety Inspector/Technician Bulletin No. 97-01
(painting and decorating industry only)

The Bureau currently recognizes 837 occupations as apprenticeable. For further information, contact Phyllis H. Isreal, Chief, DNIP.

Attachment

NOTE: This Bulletin is being sent via Electronic-Mail (E-Mail). Bureau State Directors should provide copies to their SAC partners as appropriate.

BUREAU OF APPRENTICESHIP
AND TRAINING

OFFICIALLY RECOGNIZED
APPRENTICEABLE OCCUPATIONS LIST

May 1997

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0860	730281010	ACCORDION MAKER	8000		
0861	860381010	ACOUSTICAL CARPENTER	8000		
0862	150047010	ACTOR	4000	1	80-25
0703	408381560	AGRICULTURAL SERVICE WORKER	4000		96-03
0990	637261034	AIR & HYDRONIC BALAN TECH	6000		86-04
0686	620281010	AIR-COND MECH (auto serv)	2000	1	79-31
0002	637261010	AIR-COND INSTALLER WINDOW	6000		
0865	806361030	AIRCRAFT MECH, ARMAMENT	8000	1	
0003	825381010	AIRCRAFT MECH, ELECTRICAL	8000	1	
0866	806381066	AIRCRAFT MECH, PLUMB & HYDRA	8000	1	
0863	632261010	AIRCRAFT-ARMAMENT MECHANIC	8000	1	
0867	714281010	AIRCRAFT-PHOTOGRAPH-EQUIP	8000		
0005	621281014	AIRFRAME & POWER PLNT MECH	8000	1	
0868	849381010	AIRPLANE COVERER	8000		
0004	621261010	AIRPLANE INSPECTOR	6000		84-01
0870	379162010	ALARM OPERATOR (gov serv)	2000		80-03
0007	785261010	ALTERATION TAILOR	4000		
0724	355374010	AMBULANCE ATTENDANT (EMT)	2000	1	
0871	159224010	ANIMAL TRAINER	4000		
0105	840381640	ARCH. COATINGS FINISHER	6000		88-17
0531	373267640	ARSON AND BOMB INVESTIGATOR	4000	1	88-33
0011	713261010	ARTIFICIAL-GLASS-EYE MAKER	10000	1	
0012	713261014	ARTIFICIAL-PLASTIC-EYE MKR	10000	1	
0872	853663010	ASPHALT-PAVING MACHINE OPER	6000	1	
0875	806361014	ASSEMBLER-INSTALLER, GENERAL	4000		
0873	806381022	ASSEMBLER, ACRAFT, POWER	4000		
0874	806381026	ASSEMBLER, AIRCRAFT, STRUC	8000	1	
0875	828381018	ASSEMBLER, ELECTROMECHANICA	8000		
0877	801381010	ASSEMBLER, METAL BUILDING	4000	1	
0878	633261010	ASSEMBLY TECHNICIAN	4000		
0903	651585010	ASSISTANT PRESS OPERATOR	4000		88-04
0879	194262010	AUDIO OPERATOR	4000	1	78-41
0880	729281010	AUDIO-VIDEO REPAIRER	4000		
0779	575452010	AUGER PRESS OPR, MAN CONTR	4000		
0836	620261034	AUTO COOLING SYS DIAG TECH	4000	1	79-33
0827	620281018	AUTO-MAINT-EQUIP SERVICER	8000		
0784	620381010	AUTO-RADIATOR MECHANIC	4000	1	79-33
0821	636261010	AUTOMATED EQUIP ENGR-TECH	8000		
0021	822261010	AUTOMATIC-EQUIP TECHNICIAN	8000	1	
0023	620261010	AUTOMOBILE MECHANIC	8000	1	
0881	620261014	AUTOMOBILE TESTER	8000		
0839	780381010	AUTOMOBILE UPHOLSTERER	6000	1	
0024	807381010	AUTOMOBILE-BODY REPAIRER	8000	1	
0838	620261018	AUTOMOBILE-REPAIR-SERV EST	8000		
0882	721261010	AUTOMOTIVE-GEN-&-START REP	4000		
0805	621261020	AVIATION SAFETY EQUIP TECH	8000	1	90-15
0899	639261010	AVIATION SUPPORT EQUIP REP	8000	1	90-14
1484	828261026	AVIONICS TECHNICIAN	8000	1	
0028	626381010	BAKER (bake prod)	6000	1	
0776	313381010	BAKER (hotel & rest)	6000	1	
0883	313381014	BAKER, PIZZA (hotel & rest)	2000		
0029	629261010	BAKERY-MACHINE MECHANIC	6000		
0640	142061010	BANK-NOTE DESIGNER	10000		

0030	330371010	BARBER	2000	1	
0608	312474010	BARTENDER	2000		
0884	572382010	BATCH-AND-FURNACE OPERATOR	8000	1	90-26
0885	727381014	BATTERY REPAIRER	4000		

4/97
 BUREAU OF APPRENTICESHIP AND TRAINING
 OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0886	413161010	BEEKEEPER	8000		79-62
0887	970681010	BEN-DAY ARTIST	12000		
0031	735381010	BENCH HAND (jewelry-silver)	4000		
0033	653685010	BINDERY WORKER	8000	1	
0026	653360018	BINDERY-MACHINE SETTER	8000		
0888	019261010	BIOMEDICAL EQUIPMENT TECH	8000	1	80-04
0035	610381010	BLACKSMITH	8000	1	
0889	716681010	BLOCKER&CUTTER CONTACT LENS	2000		
0036	860361010	BOATBUILDER, WOOD	8000	1	
0815	950382010	BOILER OPERATOR	8000	1	
0038	805361010	BOILERHOUSE MECHANIC	6000	1	
0039	805361014	BOILERMAKER FITTER	8000		
0040	805261014	BOILERMAKER I	6000	1	
0041	805381010	BOILERMAKER II	6000	1	
0047	977381010	BOOKBINDER	10000	1	
0890	753381010	BOOTMAKER, HAND	2000		
0891	735681010	BRACELET & BROOCH MAKER	8000		
0892	620281026	BRAKE REPAIRER(auto serv)	4000		
0051	861381014	BRICKLAYER (brick & tile)	8000		
0052	861381018	BRICKLAYER (const)	6000	1	
0706	861381026	BRICKLAYER, FIREBRICK & REF	8000	1	
0893	770261010	BRILLIANDEER-LOPPER	6000		
0662	525381014	BUTCHER, ALL-ROUND	6000	1	
0894	316681010	BUTCHER, MEAT(hotel & rest)	6000		
0054	529362010	BUTTERMAKER	4000		
0055	660280010	CABINETMAKER	8000	1	
0055	821361010	CABLE INSTALLER-REPAIRER	6000		
0053	829361010	CABLE SPLICER	8000	1	
0066	821281010	CABLE TELEVISION INSTALLER	2000	1	79-22
0059	822361010	CABLE TESTER (tel & tel)	8000		
0895	019281010	CALIBRATION LABORATORY TECH	8000	1	85-04
0055	143062022	CAMERA OPERATOR	6000	1	
0062	714281014	CAMERA REPAIRER	4000	1	
0090	899281010	CANAL-EQUIPMENT MECHANIC	4000		
0063	529361014	CANDY MAKER	6000		
0041	739381010	CANVAS WORKER	6000	1	
0042	622381014	CAR REPAIRER(railroad equi)	8000	1	
0066	620281034	CARBURETOR MECHANIC	8000		
0047	683582010	CARD CUTTER, JACQUARD	8000		
0066	680380010	CARD GRINDER	8000		
0067	660381022	CARPENTER	8000	1	
0066	669381583	CARPENTER, INTERIOR SYSTEMS	8000	1	93-10
0066	660281010	CARPENTER, MAINTENANCE	8000	1	
0062	660381034	CARPENTER, MOLD	12000		

1009	860381581	CARPENTER, PILEDRIVER	8000	1	88-06
0069	860381042	CARPENTER, ROUGH	8000	1	
0070	860281014	CARPENTER, SHIP	8000		
0899	929381010	CARPET CUTTER (ret trade)	2000		
0071	864381010	CARPET LAYER	6000		
0037	141081010	CARTOONIST, MOTION PICTURE	6000	1	80-51
0042	761281010	CARVER, HAND	8000		
0072	633281010	CASH-REGISTER SERVICER	6000		

4/97

**BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS**

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0043	653360010	CASING-IN-LINE SETTER	8000		
0073	739684190	CASKET ASSEMBLER	6000		
0074	502381010	CASTER (jewelry-silver)	4000		
0044	502482010	CASTER (nonfer metal)	4000		
0046	844681010	CELL MAKER	2000		
0075	844364010	CEMENT MASON	4000	1	
0076	822361014	CENTRAL-OFFICE INSTALLER	8000	1	
0077	822281014	CENTRAL-OFFICE REPAIRER	8000	1	
0049	704381010	CHASER (jewelry-silver)	8000		
0078	529361018	CHEESEMAKER	4000		
0791	559382018	CHEMICAL OPERATOR III	6000		
0959	008261010	CHEMICAL-ENGINEERING TECH	8000		
0050	022261010	CHEMICAL-LABORATORY TECHNI	8000		
0053	018167010	CHIEF OF PARTY (prof & kin)	8000		
0057	558260010	CHIEF OPERATOR (chem)	6000		
0040	359342540	CHILD CARE DEV SPECIALIST	4000		81-
0049	899364010	CHIMNEY REPAIRER	2000		82-
0060	955382010	CLARIFYING-PLANT OPER(text)	2000		
0081	142061014	CLOTH DESIGNER	8000		
0009	639281014	COIN-MACH-SERVICE REPAIRER	6000	1	77-
0084	970361010	COLORIST, PHOTOGRAPHY	4000		
0013	141061038	COMMERCIAL DESIGNER	6000		
0051	829261010	COMPLAINT INSPECTOR	8000		
0036	627261010	COMPCING-ROOM MACHINIST	12000	1	
0067	973381010	COMPOSITOR	8000	1	
0575	213362010	COMPUTER OPERATOR	6000		95-03
0011	030162010	COMPUTER PROGRAMMER	4000	1	78-58
0017	213382010	COMPUTER-PERIPHERAL-EQ-OP	2000		78-66
0061	869453580	CONSTRUCTION CRAFT LABORER	4000	1	94-08
0036	620261022	CONSTRUCTION EQUIP MECHANIC	8000	1	
0004	712361014	CONTOUR WIRE SPEC DENTURE	8000		
0093	829261560	CONTROL EQUIP ELEC-TECH	10000		95-04
0066	630361010	CONVEYOR-MAINTENANCE MECH	4000		89-05
0057	921662018	CONVEYOR-SYSTEM OPERATOR	8000		89-09
0000	315361010	COOK (any ind)	4000	1	
0063	313361014	COOK (hotel & rest)	5000	1	
0012	313381026	COOK, PASTRY (hotel & rest)	6000	1	
0084	549381640	COOLING TOWER TECHNICIAN	4000		92-02
0091	862281010	COPPERSMITH (ship & boat)	8000	1	
0094	513361014	COREMAKER	8000	1	

0095	863381010	CORK INSULATOR, REFRIG PLT	8000		
0851	372667018	CORRECTION OFFICER	2000		
0920	820361010	CORROSION-CONTROL FITTER	8000		78-6
0096	332271010	COSMETOLOGIST	2000		
0569	045107010	COUNSELOR	4000	1	
0991	512662010	CUPOLA TENDER	5000		89-1
0314	785261014	CUSTOM TAILOR (garment)	8000	1	
1008	959361010	CUSTOMER SERVICE REPRESENT	6000		
0613	781684014	CUTTER, MACHINE 1	6000	1	88-0
0080	500381010	CYLINDER GRINDER(prt & pub)	10000	1	
0677	651362010	CYLINDER-PRESS OPERATOR	8000		
0099	629281018	DAIRY EQUIPMENT REPAIRER	6000		

4/97

**BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS**

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLET. NUMBER
0530	040061022	DAIRY TECHNOLOGIST	8000		
0082	298381010	DECORATOR (any ind)	8000		
0100	740381010	DECORATOR (glass mfg)	8000		
0101	079361018	DENTAL ASSISTANT	2000		
0102	712381042	DENTAL CERAMIST	4000	1	79-19
0650	829261014	DENTAL-EQUIP INSTAL & SERV	6000		
0103	712381018	DENTAL-LABORATORY TECH	6000	1	
0107	788281010	DESIGN & PATTERNMAKER SHOE	4000		
0106	017261014	DESIGN DRAFTER, ELECTROMECH	8000		
0108	017261018	DETAILER	8000		
0083	770281010	DIAMOND SELECTOR (jewelry)	8000		
0085	633281014	DICTATING-TRANS-MACH SERV	6000		
0113	007161010	DIE DESIGNER	8000	1	
0114	501381010	DIE FINISHER	8000		
0654	739381018	DIE MAKER (paper goods)	8000		
0115	501381014	DIE MAKER (jewelry-silver)	8000		
0668	601281010	DIE MAKER, BENCH, STAMPING	8000	1	
0118	501280010	DIE MAKER, STAMPING	6000		
0119	601280014	DIE MAKER, TRIM	8000	1	
0939	501280018	DIE MAKER, WIRE DRAWING	6000		
0120	501381018	DIE POLISHER (nonfer metal)	2000		
0121	612360010	DIE SETTER (forging)	4000		
0122	501280022	DIE SINKER	8000	1	
0124	525281010	DIESEL MECHANIC	8000	1	
0093	525261010	DIESEL-ENGINE TESTER	8000		
0820	187167030	DIRECTOR, FUNERAL	4000		
0970	159067014	DIRECTOR, TELEVISION	4000		80-10
0581	959167010	DISPATCHER, SERVICE	4000		84-07
0998	142051010	DISPLAY DESIGNER (prof&kin)	8000		95-04
0324	298081010	DISPLAYER, MERCHANDISE	2000		
0104	630361014	DOOR-CLOSER MECHANIC	6000		
0579	972281010	DOT ETCHER	10000	1	
0126	001261010	DRAFTER, ARCHITECTURAL	8000	1	
0018	017261042	DRAFTER, AUTOMOTIVE DESIGN	8000		
0109	016261010	DRAFTER, CARTOGRAPHIC	8000		
0128	005281010	DRAFTER, CIVIL	8000	1	

0129	017261026	DRAFTER, COMMERCIAL	8000	1
0130	017261030	DRAFTER, DETAIL	8000	1
0131	003281010	DRAFTER, ELECTRICAL	8000	
0995	003281014	DRAFTER, ELECTRONIC	8000	1
0133	017261034	DRAFTER, HEATING & VENTILA	8000	
0134	001261014	DRAFTER, LANDSCAPE	8000	
0135	014281010	DRAFTER, MARINE	8000	1
0136	007281010	DRAFTER, MECHANICAL	8000	1
0111	017261038	DRAFTER, PLUMBING	8000	
0139	005281014	DRAFTER, STRUCTURAL	6000	1
0140	007261022	DRAFTER, TOOL DESIGN	8000	1
0019	017281026	DRAFTER, AUTO DESIGN LAYOUT	8000	
0957	850683018	DRAGLINE OPERATOR	2000	
0117	850663010	DREDGE OPERATOR	2000	
0144	785361010	DRESSMAKER	8000	
0125	930482010	DRILLING-MACHINE OPERATOR	6000	

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0549	362382014	DRY CLEANER	6000		
0145	842684014	DRY-WALL APPLICATOR	4000		
0829	721281014	ELECT-MOTOR ASSEM & TESTER	8000		
0927	820361014	ELECT-MOTOR & GEN ASSEMBLER	4000		
0171	529261022	ELECT-PROD-LINE-MAINT-MECH	2000		
0905	828251010	ELECT-SALES & SERVICE TECH	8000		
0905	824281014	ELECTRIC-DIST CHECKER	4000		
0330	821361014	ELECTRIC-METER INSTALLER I	8000		
0251	729261014	ELECTRIC-METER REPAIRER	8000		
0792	821381010	ELECTRIC-METER TESTER	8000		
0149	721281018	ELECTRIC-MOTOR REPAIRER	8000	1	
0552	729584022	ELECTRIC-SIGN ASSEMBLER	8000		
0150	729261022	ELECTRIC-TOOL REPAIRER	8000		
0182	825261010	ELECTRIC-TRACK-SWITCH MAIN	8000		
0155	803161010	ELECTRICAL TECHNICIAN	8000		
0154	723381010	ELECTRICAL-APPLIANCE REPR	6000		
0156	827261010	ELECTRICAL-APPLIANCE SERV	6000	1	
0157	729261026	ELECTRICAL-INSTRUMENT REPR	6000	1	
0159	824261010	ELECTRICIAN	8000	1	
0171	825381030	ELECTRICIAN (ship & boat)	8000		
0158	825281014	ELECTRICIAN (water trans)	8000		
0160	825261018	ELECTRICIAN, AIRCRAFT	8000	1	
0161	825261022	ELECTRICIAN, AUTOMOTIVE	4000	1	
0162	825261026	ELECTRICIAN, LOCOMOTIVE	8000		
0163	829261018	ELECTRICIAN, MAINTENANCE	8000	1	
0163	829261014	ELECTRICIAN, POWERHOUSE	8000	1	
0164	823261014	ELECTRICIAN, RADIO	8000	1	
0166	820261018	ELECTRICIAN, SUBSTATION	6000		
0167	710261018	ELECTROMECHANICAL TECH	6000	1	
0168	729261030	ELECTROMEDICAL-EQUIP REPR	4000		
0117	979282010	ELECTRONIC PREPRESS SYS OP	10000		
0137	828261010	ELECTRONIC-ORGAN TECHNICIAN	4000		

76-01
91-13

0170	828261022	ELECTRONICS MECHANIC	8000	1	
0169	003161014	ELECTRONICS TECHNICIAN	8000	1	
0570	726261018	ELECTRONICS TESTER	6000		
0967	726364018	ELECTRONICS UTILITY WORKER	8000		
0172	974381010	ELECTROTYPYPER	10000	1	
0138	850663014	ELEVATING-GRADER OPERATOR	4000		
0173	825361010	ELEVATOR CONSTRUCTOR	8000		
0174	825281030	ELEVATOR REPAIRER	8000	1	
0665	338371014	EMBALMER (per ser)	4000		80-10
0704	659382010	EMBOSSER	4000		
0664	659682014	EMBOSSING-PRESS OPERATOR	8000		
0730	079374010	EMERGENCY MEDICAL TECH	6000	1	
0249	693260018	ENG MODEL MAKER(inst & app)	8000	1	
0176	625281018	ENGINE REPAIRER, SERVICE	8000		
0143	704381018	ENGINE TURNER (jewelry)	4000		
0782	604280010	ENGINE-LATHE SET-UP OP,TOOL	4000		79-65
0142	604380018	ENGINE-LATHE SET-UP OPERAT	4000		
0754	007161018	ENGINEERING ASST, MECH EQU	8000		
0178	775381010	ENGRAVER (glass prod)	4000		
0705	979381010	ENGRAVER I	10000	1	

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0145	979281014	ENGRAVER, BLOCK (prt & pub)	8000		
0305	704381026	ENGRAVER, HAND, HARD METAL	8000		
0147	704381030	ENGRAVER, HAND, SOFT METAL	8000		
0963	979382014	ENGRAVER, MACHINE	8000		
0179	704382010	ENGRAVER, PANTOGRAPH I	8000		
0148	979281018	ENGRAVER, PICTURE (prt&pub)	20000		
0915	651382010	ENGRAVING PRESS OPERATOR	6000		
0180	641380010	ENVELOPE-FOLD-MACH ADJUSTER	6000		
0848	029081010	ENVIRONMENTAL ANALYST	7000		93-02
0185	822381010	EQUIPMENT INSTALLER(tel&te)	8000		
0965	019261014	ESTIMATOR AND DRAFTER	8000		
0175	971261010	ETCHER, HAND (prt & pub)	10000	1	
0182	971381014	ETCHER, PHOTOENGRAVING	8000	1	
0184	800260014	EXPER MECH MOTOR & BIKES	8000		
0183	739381026	EXPERIMENTAL ASSEMBLER	4000		
0180	833384010	EXTERMINATOR, TERMITE	4000		85-11
0182	887382010	EXTRUDER OPERATOR(plastics)	2000		
0182	809381010	FABRICATOR-ASSEM METAL PROD	8000		
0971	959384640	FACILITIES LOCATOR	4000		94-11
0187	824281010	FARM-EQUIPMENT MECH I	6000	1	
0189	804381014	FARM-EQUIPMENT MECH II	8000		
0187	421181010	FARMER, GENERAL (agric)	8000		
0181	421683010	FARMWORKER, GENERAL I	2000		84-22
0188	612263010	FASTENER TECHNOLOGIST	6000		80-01
0160	193262018	FIELD ENGINEER (radio & tv)	8000	1	
0116	823261014	FIELD SERVICE ENGINEER	4000	1	82-04
0121	975382018	FILM DEVELOPER	6000		
0107	975684014	FILM LAB TECHNICIAN	6000	1	

0908	976381010	FILM LAB TECHNICIAN I	6000	1	
0127	962262010	FILM OR VIDEOTAPE EDITOR	8000		
0181	712381050	FINISHER, DENTURE	2000		
0535	373364640	FIRE APPARATUS ENGINEER	6000	1	88-33
0576	373134010	FIRE CAPTAIN	6000	1	89-17
0541	373364641	FIRE ENGINEER	2000	1	88-33
0195	373364010	FIRE FIGHTER	6000	1	
0192	373663010	FIRE FIGHTER, CRASH, FIRE	2000		
0516	373267010	FIRE INSPECTOR	8000	1	88-25
0193	632261014	FIRE-CONTROL MECHANIC	4000	1	
0754	379374580	FIRE MEDIC	6000	1	79-25
0188	573662010	FIRER, KILN(pottery & porc)	6000		79-07
0902	379167010	FISH & GAME WARDEN(gov ser)	4000	1	82-23
0197	801381014	FITTER (mach shop)	4000		
0189	801261014	FITTER I (any ind)	6000		
0198	600380010	FIXTURE MAKER (light fix)	4000		
0201	622381026	FLOOR COVER LAYER(rr equip)	6000		
0199	864481010	FLOOR LAYER	6000	1	
0202	142081010	FLORAL DESIGNER	2000		78-0E
0194	653382010	FOLDING-MACHINE OPERATOR	4000		
0203	626261010	FORGE-SHOP-MACHINE REPR	6000		
0196	611482010	FORGING-PRESS OPERATOR I	2000		
0205	860381046	FORM BUILDER (const)	4000		
0200	619361010	FORMER, HAND (any ind)	4000		

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0043	575382014	FORMING-MACHINE OPERATOR	8000		
0207	011061010	FOUNDRY METALLURGIST	8000		
0208	616380010	FOUR-SLIDE-MACHINE SETTER	4000		
0204	539362014	FOURDRINIER-MACHINE OPER	6000		
0211	529482010	FREEZER OPERATOR (dairy)	2000		
0215	730281026	FRETTED-INSTRUMENT REPAIRER	6000		
0209	620281038	FRONT-END MECHANIC	8000	1	
0222	625281022	FUEL INJECTION SERVICER	8000	1	
0210	638381010	FUEL SYSTEM MAINT WORKER	4000	1	90-25
0220	783381010	FUR CUTTER	4000		
0224	142081014	FUR DESIGNER	8000		
0216	783381014	FUR FINISHER	4000		
0294	662361010	FURNACE INSTALLER	6000		
0278	669281010	FURNACE INSTALLER&REPAIRER	8000		
0244	512362014	FURNACE OPERATOR	8000		
0218	142081022	FURNITURE DESIGNER	8000		
0212	763381010	FURNITURE FINISHER	6000	1	
0213	780381013	FURNITURE UPHOLSTERER	8000	1	
0214	783281010	FURRIER	8000		
0218	670362010	GANG SAWYER, STONE	4000		
0217	637261012	GAS APPLIANCE SERVICER	6000		
0204	953384640	GAS UTILITY WORKER	4000		90-14
0230	625281026	GAS-ENGINE REPAIRER	8000		
0254	662361014	GAS-MAIN FITTER	8000		

0331	710381022	GAS-METER MECHANIC I	6000		
0232	710381026	GAS-REGULATOR REPAIRER	6000		
0226	914384010	GAUGER (petrol prod)	4000		
0241	602382010	GEAR HOBBER SET-UP OPERATOR	8000		
0234	602380010	GEAR-CUTTING-MACH SET-UP OP	6000		
0664	602280010	GEAR-CUT-MACH SET-UP OP TOO	6000		
0242	770281014	GEM CUTTER (jewelry)	6000		
0217	018167014	GEODETIC COMPUTATOR	4000		
0218	772381010	GLASS BENDER (fab nec)	8000		
0219	772381022	GLASS BLOWER	6000		
0768	772281010	GLASS BLOWER, LAB APPARATUS	8000	1	
0714	865684010	GLASS INSTALLER (auto serv)	4000		
0243	772482010	GLASS-BLOWING-LATHE OPERAT	8000		
0221	865381010	GLAZIER	6000	1	
0222	779381010	GLAZIER, STAINED GLASS	8000	1	
0984	669687030	GRADER (woodworking)	8000		84-41
0010	141061018	GRAPHIC DESIGNER	3000	1	
0934	406683010	GREENSKEEPER II	4000		78-42
0244	603482030	GRINDER I (clock & watch)	8000		
0671	603280018	GRINDER OP TOOL PRECISION	8000		
0635	603280026	GRINDER SET-UP OP, JIG	8000		92-09
0974	603280030	GRINDER SET-UP OP, UNIVERS	8000	1	
0695	372667034	GUARD, SECURITY	3000		95-06
0229	632281010	GUNSMITH	8000	1	
0245	783381018	HARNES MAKER	6000		
0248	730281034	HARPSICHORD MAKER	4000		
0253	661381010	HAT-BLOCK MAKER (woodwork)	6000		
0591	168364640	HAZARDOUS-WASTE MTRL TECH	4000	1	90-04

4/97 BUREAU OF APPRENTICESHIP AND TRAINING

OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0331	567662010	HEAD SAWYER	6000	1	80-44
0502	079364641	HEALTH CARE SANITARY TECH	2000		90-16
0233	504382014	HEAT TREATER I	8000	1	
0257	007181010	HEAT-TRANSFER TECHNICIAN	8000		
0537	637261014	HEATING&AIR-COND INST-SERV	6000	1	
0547	612361010	HEAVY FORGER	8000	1	
0001	419224010	HORSE TRAINER	2000		86-14
0235	418361010	HORSESHOER	4000		
0236	040061038	HORTICULTURIST	6000		
0543	381584560	HOUSEKEEPER, COM, RES, IND	2000		84-24
0551	638281034	HYDRAULIC REPAIRER	8000		93-13
0733	626381016	HYDRAUL-PRESS SERVICR(ordn)	4000		
0237	631261010	HYDROELECTRIC-MACHINERY ME	6000		
0238	952362018	HYDROELECTRIC-STATION OPER	6000	1	
0239	710381030	HYDROMETER CALIBRATOR	4000		
0240	141061022	ILLUSTRATOR(profess & kin)	8000	1	
0016	142061026	INDUSTRIAL DESIGNER	8000		81-07
0259	012267010	INDUSTRIAL ENGINEERING TECH	8000		
0246	555382014	INJECTION-MOLDING-MACH OP	2000		
0541	168167030	INSPECTOR, BUILDING	6000		84-17

0968	729361010	INSPECTOR, ELECTROMECHANIC	8000		
0697	619261010	INSPECTOR, METAL FABRICATG	8000		96-01
0380	806261042	INSPECTOR, OUTSIDE PRODUCT	8000		
0424	716381010	INSPECTOR, PRECISION	4000		
0992	168287014	INSPECTOR, QUALITY ASSURANCE	6000	1	80-12
0581	168267058	INSPECTOR, MOTOR VEHICLES	4000		89-29
0536	601261010	INSPECTOR, SET-UP & LAY-OUT	8000		88-01
0775	710261010	INSTRMT REPAIRER (any ind)	8000	1	
0251	600280010	INSTRUMENT MAKER	8000	1	
0254	600280014	INSTRUMENT MAKER & REPAIRER	10000		
0644	710281026	INSTRUMENT MECH (any ind)	8000	1	
0255	003261010	INSTRUMENTATION TECHNICIAN	8000		
0996	711281014	INSTRUMT MECH, WEAPONS SYS	8000	1	
0252	710281030	INSTRUMT TECH (utilities)	8000		
0909	863364014	INSULATION WORKER <i>Asbestos Wrkrs</i>	8000	1	
0265	142051014	INTERIOR DESIGNER	4000		
0579	376267018	INVESTIGATOR, PRIVATE	2000		89-28
0270	683662010	JACQUARD-LOOM WEAVER	8000		
0258	685381010	JACQUARD-PLATE MAKER	2000		
0250	700281010	JEWELER	4000		
0261	761381014	JIG BUILDER (wood contain)	4000		
0262	973381018	JOB PRINTER	8000	1	
0264	860381050	JOINER (ship & boat bldg)	8000	1	
0266	563382010	KILN OPERATOR (woodworking)	6000	1	
0273	685360010	KNITTER MECHANIC	8000		
0850	689260026	KNITTING-MACHINE FIXER	8000		
0267	029361018	LABORATORY ASSISTANT	6000		77-36
0521	011261022	LABORATORY ASST, METALLURG	4000		
0268	019261030	LABORATORY TECHNICIAN	2000		
0269	029261010	LABORATORY TESTER	4000	1	
0271	408161010	LANDSCAPE GARDENER	8000	1	
0574	408684640	LANDSCAPE MANAGEMENT TECH	2000		89-14

4/97

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0571	408364640	LANDSCAPE TECHNICIAN	4000		89-14
0275	761381018	LAST-MODEL MAKER	8000		
0272	842351010	LATHER	6000		
0591	529261010	LAUNDRY-MACHINE MECHANIC	6000		
0554	716381014	LAY-OUT TECHNICIAN	8000		
0325	809281010	LAY-OUT WORKER I (any ind)	8000		
0274	819281010	LEAD BURNER	8000	1	
0325	761381018	LEATHER STAMPER	2000		
0300	201362010	LEGAL SECRETARY	2000	1	78-51
0280	970661014	LETTERER (profess & kin)	4000		
0276	563362014	LIGHT TECHNICIAN	8000		
0281	821361016	LINE ERECTOR	6000	1	
0282	822381014	LINE INSTALLER-REPAIRER	8000	1	
0283	821261014	LINE MAINTAINER	8000	1	
0284	821361026	LINE REPAIRER	6000		
0279	740661010	LINER (pottery & porc)	6000		

C11

0286	650582010	LINOTYPE OPERATOR (prt&pub)	10000		
0683	651382014	LITHOGRAPH-PRESS OPER, TIN	8000		
0063	972381010	LITHOGRAPHIC PLATEMAKER	8000	1	
0289	709281010	LOCKSMITH	8000	1	
0287	910363014	LOCOMOTIVE ENGINEER	8000	1	
0290	661281010	LOFT WORKER (ship & boat)	8000		
0900	454684018	LOGGER, ALL-ROUND	4000	1	79-23
0299	620281042	LOGGING-EQUIPMENT MECHANIC	8000	1	
0632	019167010	LOGISTICS ENGINEER	8000		91-16
0841	683260018	LOOM FIXER	6000		
0301	638361010	MACHINE ASSEMBLER	4000		
0291	600281022	MACHINE BUILDER	4000	1	79-65
0293	638261014	MACHINE ERECTOR	8000		
0302	628281010	MACHINE FIXER(carpet & rug)	8000		
0305	689260010	MACHINE FIXER (textile)	6000		
0511	516380018	MACHINE OPERATOR I	2000		
0292	638261030	MACHINE REPAIRER, MAINTEN	8000	1	
0327	649380010	MACHINE SET-UP OPER, PAPER	8000		
0958	600380018	MACHINE SET-UP OPERATOR	4000	1	
0938	515360022	MACHINE SETTER (any ind)	8000		
0317	600380022	MACHINE SETTER (clock)	8000		
0321	669280010	MACHINE SETTER (woodwork)	8000		
0253	600350014	MACHINE SETTER (mach shop)	6000		
0559	600360010	MACHINE TRY-OUT SETTER	8000		
0295	600280022	MACHINIST	8000	1	
0294	600280034	MACHINIST, AUTOMOTIVE	8000	1	
0295	600260022	MACHINIST, EXPERIMENTAL	8000		
0297	627261022	MACHINIST, LINOTYPE	8000		
0298	623261026	MACHINIST, MARINE ENGINE	8000	1	
0291	714261018	MACHINIST, MOTION-PIC EQUIP	4000		
0300	623261030	MACHINIST, OUTSIDE (ship)	8000	1	
0303	669360014	MACHINIST, WOOD	8000	1	
0304	222587030	MAILER	8000	1	
0308	638261014	MAINT MECH (any ind)	8000	1	
0282	620261046	MAINT MECH (const; petrol)	8000	1	
0307	623261030	MAINT MECH (grain & feed)	4000		

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0211	899261014	MAINT REPAIRER, INDUSTRIAL	8000	1	79-28
0216	800280042	MAINTENANCE MACHINIST	8000	1	
0217	800261010	MAINTENANCE MECH, COMP-GAS	8000		
0219	800281018	MAINTENANCE MECHANIC, TELE	6000		
0221	899381010	MAINTENANCE REPAIRER, BUILD	4000	1	78-56
0223	137187108	MANAGER, FOOD SERVICE	6000		90-14
0228	138187046	MANAGER, RETAIL STORE	6000		89-18
0229	800684010	MARBLE FINISHER	4000	1	81-13
0213	800681030	MARBLE SETTER	6000		
0248	806361026	MARINE-SERVICES TECHNICIAN	6000	1	81-27
0258	221167014	MATERIAL COORDINATOR	4000		
0218	019061014	MATERIALS ENGINEER	10000		

0316	316684018	MEAT CUTTER	6000		
0777	007161026	MECH-ENGINEERING TECHNICIAN	8000	1	
0319	620381014	MECHANIC, ENDLESS TRACK VEH	8000		
0153	620281050	MECHANIC, INDUSTRIAL TRUCK	8000	1	
0337	620381018	MECHANICAL-UNIT REPAIRER	8000		
0751	201362014	MEDICAL SECRETARY	2000	1	77-42
0323	078381014	MEDICAL-LABORATORY TECH	4000	1	77-42
0325	619361014	METAL FABRICATOR	8000	1	
0329	823281018	METEOROLOGICAL EQUIP REPR	8000	1	
0940	025062010	METEOROLOGIST	6000	1	80-13
0332	710281034	METER REPAIRER (any ind)	6000		
0333	521662010	MILLER, WET PROCESS	6000		
0334	605280010	MILLING-MACHINE SET-UP OP	4000		79-65
0335	638281018	MILLWRIGHT	8000	1	
0350	622381030	MINE-CAR REPAIRER	4000		
0354	939281010	MINER I (mine & quarry)	2000		
0358	693361014	MOCK-UP BUILDER (aircraft)	8000		
0343	777381014	MODEL & MOLD MAKER (brick)	4000		
0344	777381018	MODEL & MOLD MAKER, PLASTR	8000		
0339	709381014	MODEL BUILDER (furn)	4000		
0341	693261018	MODEL MAKER (aircraft)	8000	1	
0491	693380014	MODEL MAKER (auto mfg)	8000		
0340	777281014	MODEL MAKER (pottery&porc)	4000		
0773	709381018	MODEL MAKER II (jewelry)	8000		
0363	693380010	MODEL MAKER (clock & watch)	8000		
0780	600260018	MODEL MAKER, FIREARMS	8000		
0342	661380010	MODEL MAKER, WOOD	8000	1	
0345	777684018	MOLD MAKER (pottery & porc)	6000		
0346	700381034	MOLD MAKER I (jewelry)	8000		
0347	777381022	MOLD MAKER II (jewelry)	4000		
0116	601280030	MOLD MAKER, DIE-CAST&PLAST	8000		
0348	556380010	MOLD SETTER	2000		
0349	518361010	MOLDER	8000		
0351	693381022	MOLDER, PATTERN (foundry)	8000		
0367	650582014	MONOTYPE-KEYBOARD OPERATOR	6000		
0352	861361014	MONUMENT SETTER (const)	8000		
0353	779381014	MOSAIC WORKER	6000		
0932	850663022	MOTOR-GRADER OPERATOR	6000	1	
0355	623281038	MOTORBOAT MECHANIC	6000		
0356	620281054	MOTORCYCLE REPAIRER	6000		

4/97

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0931	516260014	MULT-OPER FORM MACH SETTER	8000		
0371	612462010	MULTI-OPERATION-MACHINE OP	6000		
0568	389684560	MULTI-STORY WINDOW/BUILD	6000		95-04
0592	824281018	NEON-SIGN SERVICER	8000		
1010	011251018	NONDESTRUCTIVE TESTER	2000	1	88-10
0345	609362010	NUMERICAL CONTROL MACH OP	8000	1	
0324	355674014	NURSE ASSISTANT	2000		79-16
0337	079374014	NURSE, LICENSED PRACTICAL ?	2000	1	81-26

only in Navy Program

0359	633281018	OFFICE-MACHINE SERVICER	6000	1	
0361	651382042	OFFSET-PRESS OPERATOR I	8000	1	
0966	862281018	OIL-BURNER-SERVICER & INST	4000		
0364	629381014	OIL-FIELD EQUIP MECHANIC	4000		
0365	859683010	OPERATING ENGINEER	6000	1	
0959	806261050	OPERATIONAL TEST MECHANIC	6000	1	
0250	711381010	OPTICAL-INSTRUMENT ASSEMBL	4000	1	
0032	716280014	OPTICIAN (op gds; ret tr)	10000	1	
0377	716280018	OPTICIAN (optical goods)	8000		
0089	299361010	OPTICIAN-DISPENSING	4000		
0368	007161030	OPTOMECHANICAL TECHNICIAN	8000		
0372	632261018	ORDNANCE ARTIFICER(gov ser)	6000	1	
0373	809381022	ORNAMENTAL-IRON WORKER	6000	1	
0374	519260014	ORNAMENTAL-METAL WORKER	8000		
0910	788261010	ORTHO-BOOT-SHOE DESIGNER MK	10000		
0911	712381034	ORTHOTICS TECHNICIAN	2000	1	
0458	078261018	ORTHOTIST	8000	1	
0375	712381030	ORTHODONTIC TECHNICIAN	4000		
0378	623281042	OUTBOARD-MOTOR MECHANIC	4000		
0684	628261010	OVERHAULER (textile)	4000		
0379	840381010	PAINTER (const)	6000	1	
0625	144061010	PAINTER (profess & kin)	2000		
0683	970381022	PAINTER, HAND (any ind)	6000		
0685	840381018	PAINTER, SHIPYARD	6000	1	
0686	970381026	PAINTER, SIGN	8000	1	
0681	845281014	PAINTER, TRANS EQUIPMENT	6000	1	
0689	603382022	PANTOGRAPH-MACH SET-UP OP	4000		
0690	841381010	PAPERHANGER	4000	1	
0693	119267026	PARALEGAL	6000	1	86-20
0643	079364026	PARAMEDIC	4000	1	88-33
0692	972381030	PASTE-UP ARTIST	6000		
0648	781381014	PATTERNMAKER (textiles)	6000		
0644	896381014	PATTERNMAKER (metal prod)	8000		
0645	706381010	PATTERNMAKER (stonework)	8000		
0647	896380014	PATTERNMAKER, ALL-AROUND	10000		82-31
0646	896380030	PATTERNMAKER, METAL	10000	1	
0648	896381018	PATTERNMAKER, METAL, BENCH	10000	1	
0647	777381018	PATTERNMAKER, PLASTER	6000	1	
0648	784381014	PATTERNMAKER, PLASTICS	6000		
0648	661381022	PATTERNMAKER, WOOD	10000	1	
0687	603384010	SEWER CASTER	6000		84-49
0686	700381031	SEWER FABRICATOR	8000		84-49
0688	700381026	SEWER FINISHER	4000		84-49
0688	700381010	SEWERER	4000		84-49

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AFPS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0944	274881010	PHARMACIST ASSISTANT	2000		80-38
0914	714281022	PHOTO-EQUIPMENT TECHNICIAN	6000		
0985	203882042	PHOTOCOMPOSING-PERFORAT-MA	4000		
0989	971381022	PHOTOENGRAVER	10000		

0400	971381030	PHOTOENGRAVING FINISHER	10000	1	
0401	971381034	PHOTOENGRAVING PRINTER	10000	1	
0402	971381038	PHOTOENGRAVING PROOFER	10000		
0546	018260580	PHOTOGRAMMETRIC TECHNICIAN	6000	1	89-04
0912	970281018	PHOTOGRAPH RETOUCHER	6000		
0685	972382014	PHOTOGRAPHER, LITHOGRAPHIC	10000	1	
0405	971382014	PHOTOGRAPHER, PHOTOENGRAV	12000	1	
0403	143062030	PHOTOGRAPHER, STILL	6000	1	
0563	714281026	PHOTOGRAPHIC EQUIP MAINTEN	6000	1	
0407	714381018	PHOTOGRAPHIC-PLATE MAKER	8000		
0408	730281038	PIANO TECHNICIAN	8000		
0793	730361010	PIANO TUNER	6000		
0623	197133026	PILOT, SHIP	3000		
0387	829381010	PINSETTER ADJUSTER, AUTOMA	6000		
0985	638261022	PINSETTER MECH, AUTOMATIC	4000		84-50
0411	863381014	PIPE COVERER & INSULATOR	8000		
0414	862281022	PIPE FITTER (const)	8000	1	
0412	862261010	PIPE FITTER (ship & boat)	8000		
0417	730281042	PIPE ORGAN BUILDER	6000		
0388	730361014	PIPE-ORGAN TUNER & REPAIR	8000		
0961	570582014	PLANT OPERATOR	6000	1	
0993	559362026	PLANT OPERATOR, FURNACE PRO	8000		
0404	777381038	PLASTER-PATTERN CASTER	10000		
0423	842361018	PLASTERER	4000	1	
0660	556260540	PLASTIC PROCESS TECHNICIAN	8000		94-02
0425	601381026	PLASTIC TOOL MAKER	8000		
0443	601381030	PLASTIC-FIXTURE BUILDER	8000		
0185	754381018	PLASTICS FABRICATOR	4000	1	
0427	659360010	PLATE FINISHER (print&pub)	12000		
0430	651362018	PLATEN-PRESS OPERATOR	8000		
0431	500380010	PLATER	6000	1	
0432	862381030	PLUMBER	8000	1	
0434	630281010	PNEUMATIC-TOOL REPAIRER	8000		
0435	630281014	PNEUMATIC-TUBE REPAIRER	4000		
0436	079374018	PODIATRIC ASSISTANT	4000		
0437	078263014	POLICE OFFICER I	4000	1	77-71
0438	667882050	PONY EDGER (sawmill)	4000	1	80-44
0439	243367014	POST-OFFICE CLERK	4000	1	90-14
0440	774382010	POTTERY-MACHINE OPERATOR	6000		
0441	652382018	POWER-PLANT OPERATOR	8000	1	
0442	625281030	POWER-SAW MECHANIC	6000		
0443	621361034	POWER-TURNFORMER REPAIRER	8000		
0444	631261014	POWERHOUSE MECHANIC	8000	1	
0445	605381032	PRECISION ASSEMBLER	6000		
0446	706381050	PRECISION ASSEMBLER, BENCH	4000		
0447	716382018	PRECISION-LENS GRINDER	8000	1	
0448	617160010	PRESS OPERATOR HEAVY DUTY	8000		
0449	661382026	PRINTER, PLASTIC	8000		

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

ALMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
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0451	659662010	PRINTER-SLOTTER OPERATOR	8000	1	
0913	962167014	PROGRAM ASSISTANT	6000	1	78-41
0949	030162018	PROGRAMMER, ENGR & SCIENTI	8000	1	
0413	976381018	PROJECTION PRINTER	8000		
0288	651582010	PROOF-PRESS OPERATOR	10000	1	
0415	973381030	PROOFSHEET CORRECTOR (prt)	8000		
0455	962281010	PROP MAKER (amuse & rec)	8000		
0456	721281026	PROPULSION-MOTOR & GENERAT	8000		
0416	930382018	PROSPECTING DRILLER (petro)	4000		
0376	712381038	PROSTHETICS TECHNICIAN	8000	1	
0418	078261022	PROSTHETIST (medical serv)	8000	1	
0459	822361018	PROTECTIVE-SIGNAL INSTALLER	8000	1	
0006	822361022	PROTECTIVE-SIGNAL REPAIRER	6000	1	
0846	693280540	PROTOTYPE MODEL MAKER	8000		82-32
0646	822381018	PRVTE-BRANCH EXCH INSTALLER	8000		
1006	822281022	PRVTE-BRANCH EXCH REPAIRER	8000	1	
0419	637281010	PUMP ERECTOR (const)	4000		
0933	630281018	PUMP SERVICER	6000		
0950	914382014	PUMPER-GAUGER	6000	1	76-23
0948	162157038	PURCHASING AGENT	8000		84-35
0461	551362010	PURIFICATION OPERATOR II	8000		
0936	701261010	QUALITY-CONTROL INSPECTOR	4000	1	
0462	012261014	QUALITY-CONTROL TECHNICIAN	4000		78-57
1007	199167010	RADIATION MONITOR	8000		87-14
0465	823261018	RADIO MECHANIC (any ind)	6000	1	
0466	720281010	RADIO REPAIRER (any ind)	8000		
0952	193262026	RADIO STATION OPERATOR	8000	1	
0468	199361010	RADIOGRAPHER	8000		
0926	194362010	RECORDING ENGINEER	4000		
0420	552362018	RECOVERY OPERATOR (paper)	2000		
0852	549260010	REFINERY OPERATOR	6000		88-01
0666	637261026	REFRIGERATION MECH(any ind)	6000	1	
0918	637381014	REFRIG UNIT REPAIRER	6000		
0471	801684026	REINFORCING METAL WORKER	6000		
0975	821261018	RELAY TECHNICIAN	4000		
0587	729281038	RELAY TESTER	8000		
0574	630261018	REPAIRER I (chem)	8000		
0421	701381010	REPAIRER, HANDTOOLS	6000		
0997	620381022	REPAIRER, HEAVY	4000		
0807	869261022	REPAIRER, RECREATIONAL VEH	8000		78-07
0422	626384010	REPAIRER, WELDING EQUIPMENT	4000		
1005	626261014	REPAIRER, WELDING SYS & EQ	6000		87-07
0092	976361010	REPRODUCTION TECHNICIAN	2000		79-63
0788	002261014	RESEARCH MECH (aircraft)	8000		
0564	860381640	RESIDENTIAL CARPENTER	4000		89-12
0472	970381030	RETOUCHER, PHOTOENGRAVING	10000	1	
0474	921260010	RIGGER	6000	1	
0473	806261014	RIGGER (ship & boat bldg)	4000		
0425	621281030	ROCKET-ENGINE-COMPONENT MEC	8000		
0475	693261022	ROCKET-MOTOR MECHANIC	8000		
0428	619462010	ROLL THREADER OPERATOR	2000		
0795	979681018	ROLLER ENGRAVER HAND	4000		

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0480	866381010	ROOFER	4000	1	
0481	651362026	ROTOGRAVURE-PRESS OPERATOR	8000		
0429	559381014	RUBBER TESTER	8000		
0484	733381014	RUBBER-STAMP MAKER	8000		
0485	630281030	RUBBERIZING MECHANIC	8000		
0433	369384014	RUG CLEANER, HAND	2000		
0487	783381026	SADDLE MAKER	4000		
0488	869381022	SAFE & VAULT SERVICE MECH	8000		
0707	168264014	SAFETY INSPECTOR/TECHNICIAN	6000		97-01
0753	279357062	SALESPERSON PARTS	4000		79-09
0490	600280054	SAMPLE MAKER, APPLIANCES	8000		
0436	785361018	SAMPLE STITCHER (garment)	8000		
0493	673382010	SANDBLASTER, STONE	6000		
0495	701381014	SAW FILER (any ind)	8000	1	
0496	601381034	SAW MAKER (cutlery & tools)	6000		
0497	633281026	SCALE MECHANIC	8000	1	
0355	972282010	SCANNER OPERATOR	4000		88-18
0320	979684034	SCREEN PRINTER	4000		
0502	604380022	SCREW-MACH SET-UP OPERATOR	8000	1	
0506	604280018	SCREW-MACH SET-UP OP,SINGLE	6000		
0444	604382014	SCREW-MACHINE OP,SINGLE SPI	6000		
0500	604382010	SCREW-MACHINE OP,MULTI SPIN	8000		
0445	201362026	SCRIPT SUPERVISOR	2000		81-01
0446	807381022	SERVICE MECHANIC (auto mfg)	4000		
0515	821564640	SERVICE PLANNER(light,heat)	8000		91-02
0508	639281018	SEWING-MACHINE REPAIRER	6000	1	
0510	804281010	SHEET METAL WORKER	8000	1	
0511	623281720	SHIP PROPELLER FINISHER	6000	1	90-26
0513	806381046	SHIPFITTER (ship & boat)	8000	1	
0979	860381058	SHIPWRIGHT (ship & boat)	8000	1	
0514	355361014	SHOE REPAIRER	6000	1	
0512	788381014	SHOEMAKER, CUSTOM	6000		
0524	716280541	SHOP OPTICIAN, BENCHROOM	8000		88-23
0526	716280540	SHOP OPTICIAN, SURFACE ROOM	8000		88-23
0515	785361022	SHOP TAILOR	8000		
0447	979381030	SIDEROGRAPHER (print & pub)	10000		
0517	869381026	SIGN ERECTOR I	6000	1	
0518	970281022	SIGN WRITER, HAND	2000		
0942	822281026	SIGNAL MAINTAINER (rr tran)	8000		
0519	979681022	SILK-SCREEN CUTTER	6000	1	
0522	700281022	SILVERSMITH II	6000		
0448	979381034	SKETCH MAKER I(print & pub)	10000		
0513	972381018	SKETCH MAKER II (print&pub)	8000		
0515	825281034	SMALL-ENGINE MECHANIC	4000		
0449	861381034	SOFT-TILE SETTER (const)	6000		
0450	040281010	SOIL-CONSERVATION TECHNICIA	6000		80-45
0453	700381050	SOLDERER (jewelry)	6000		
0517	194262018	SOUND MIXER	8000		
0518	829281022	SOUND TECHNICIAN	6000		
0530	619362018	SPINNER, HAND	6000		

0457 616260018 SPRING COILING MACHINE SET 8000
 0532 616280010 SPRING MAKER 8000

4/97 BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0533	619380018	SPRING REPAIRER, HAND	8000		
0534	619280018	SPRING-MANUFTRG SET-UP TECH	8000		
0521	962261014	STAGE TECHNICIAN	6000		88-14
0382	142061054	STAINED GLASS ARTIST	8000		
0547	822261022	STATION INSTALLER&REPAIRER	8000	1	
0536	950382026	STATIONARY ENGINEER	8000	1	
0460	862361022	STEAM SERVICE INSPECTOR	8000		
0785	651382030	STEEL-DIE PRINTER	8000		
0463	970381038	STENCIL CUTTER	4000		80-02
0538	974382014	STEREOTYPER	12000		
0467	637281014	STOKER ERECTOR-&-SERVICER	8000		
0539	771281014	STONE CARVER	6000		
0017	673382018	STONE POLISHER	6000		
0312	700381054	STONE SETTER (jewelry)	8000		
0470	674662010	STONE-LATHE OPERATOR	6000		
0542	771381014	STONECUTTER, HAND	6000		
0540	861381038	STONEMASON	6000		
0543	824381010	STREET-LIGHT SERVICER	8000		
0725	971381050	STRIPPER (print & pub)	10000	1	
0054	972381022	STRIPPER, LITHOGRAPHIC II	8000	1	88-18
0559	801351014	STRUCTURAL-STEEL WORKER	6000	1	
0553	952352026	SUBSTATION OPERATOR	8000		
0555	248167010	SUPERCARGO (water trans)	4000		
0473	775281010	SURFACE-PLATE FINISHER	4000		
0551	018157034	SURVEYOR ASSISTANT, INSTRU	4000		89-04
0533	891584018	SWIMMING-POOL SERVICER	4000		78-06
0501	952352034	SWITCHBOARD OPERATOR(util)	6000		
0533	801351022	TANK SETTER (petrol prod)	4000		
0539	601260034	TAP-AND-DIE MAKER TECHNICIA	8000		
0560	720261014	TAPE-RECORDER REPAIRER	8000		
0561	842564010	TAPER (Drywell Finisher)	4000		
0562	199261010	TAXIDERMIST (profess & kin)	6000		
0567	099327010	TEACHER AIDE I	4000		94-01
0562	822261034	TECHNICIAN, SUBMARINE CABLE	4000		
0513	822261720	TELECOMMUNICATIONS TECHNICI	8000		90-11
0002	879362018	TELECOMMUNICATOR	8000		86-17
0561	203562050	TELEGRAPHIC-TYPEWRITER OPER	6000	1	
0565	720261018	TELEVISION & RADIO REPAIRER	8000	1	
0567	601381038	TEMPLATE MAKER	8000		
0568	601380038	TEMPLATE MKR, EXTRUSION DIE	8000		
0570	861384014	TERRAZZO FINISHER	4000	1	61-13
0568	861381046	TERRAZZO WORKER	5000		
0591	710381014	TEST EQUIPMENT MECHANIC	10000	1	
0582	019151014	TEST TECH (profess & kin)	10000	1	
0582	029261016	TEST-ENGINE OPERATOR	4000		
0566	029261022	TESTER (petrol refin)	6000		77-09

0572	822261026	TESTING & REGULATING TECH	8000		
0489	710384030	THERMOMETER TESTER	2000		
0971	861664018	TILE FINISHER	4000	1	81-13
0573	861381054	TILE SETTER	6000	1	
0575	550381014	TINTER (paint & varnish)	4000		
0205	693281030	TOOL BUILDER	8000	1	

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS	DOT CODE	OCCUPATIONAL TITLE	*TERM	NATIONAL STANDARDS	**BULLETIN NUMBER
0587	007267014	TOOL DESIGN CHECKER	8000		
0580	007061026	TOOL DESIGNER	8000	1	
0582	701381018	TOOL GRINDER I	6000		
0584	601280042	TOOL MAKER	8000	1	
0585	601281026	TOOL MAKER, BENCH	8000	1	
0586	601260010	TOOL-AND-DIE-MAKER	8000	1	
0755	603280038	TOOL-GRINDER OPERATOR	8000		
0588	601280054	TOOL-MACHINE SET-UP OPERAT	6000	1	
0590	007167018	TOOL PROGRAMMER, NUMERICAL	6000		95-04
0589	620281058	TRACTOR MECHANIC	8000		
0590	724381018	TRANSFORMER REPAIRER	8000		
0592	620281062	TRANSMISSION MECHANIC	4000		78-43
0555	248362640	TRANSPORTATION CLERK	3000		93-15
0547	630281038	TREATMENT-PLANT MECHANIC	6000	1	
0595	408181010	TREE SURGEON	6000		
0597	408564010	TREE TRIMMER(LINE CLEAR)	4000		90-17
0305	822361030	TROUBLE LOCATOR TEST DESK	4000		
0358	821261026	TROUBLE SHOOTER II	6000		
0330	905563014	TRUCK DRIVER, HEAVY	2000		
0598	807281010	TRUCK-BODY BUILDER	8000	1	
0014	921663062	TRUCK-CRANE OPERATOR	6000	1	
0590	859684540	TUCK POINTER, CLEANER, CAULKER	6000		95-07
0004	079362018	TUMOR REGISTRAR	4000		87-02
0500	520281066	TUNE-UP MECHANIC	4000	1	
0501	952362042	TURBINE OPERATOR	8000		
0021	504230022	TURRET-LATHE SET-UP OPERAT	8000		
0097	780384014	UPHOLSTERER	4000		
0505	780381038	UPHOLSTERER, INSIDE	6000	1	
0492	730281046	VIOLIN MAKER, HAND	8000		
0512	652562014	WALLPAPER PRINTER I	8000		
0494	346361010	WARDROBE SUPERVISOR	4000		81-16
0514	955362014	WASTE-TREATMENT OPERATOR	4000		
0507	955362010	WASTEWATER-TREATMT-PLT OPER	4000	1	
0513	715261010	WATCH REPAIRER	8000	1	
0519	934382014	WATER TRTMT PLANT OPERATOR	6000	1	
0001	025267014	WEATHER OBSERVER	4000		80-15
0507	651362030	WEB-PRESS OPERATOR	8000		
0500	810384014	WELDER, ARC	8000	1	
0502	819384010	WELDER, COMBINATION	6000		
0507	819361010	WELDER-FITTER	8000		
0498	011261014	WELDING TECHNICIAN	8000		
0545	810382010	WELDING-MACHINE OPER, ARC	6000	1	78-47

0629	859362010	WELL-DRILL OPERATOR (const)	8000		
0544	452687640	WILDLAND FIRE FIGHTER SPEC	2000	1	88-35
0499	869261026	WIND TUNNEL MECHANIC	8000		
0357	730281054	WIND-INSTRUMENT REPAIRER	8000		
0034	183161014	WINE MAKER (vinous liquor)	4000		
0501	677462014	WIRE SAWYER (stonework)	4000		
0504	616382014	WIRE WEAVER, CLOTH	8000		
0633	729281042	WIRER (office machines)	4000		
0505	664382014	WOOD-TURNING-LATHE OPERATOR	2000		
0919	729281046	X-RAY EQUIPMENT TESTER	4000		

4/97

BUREAU OF APPRENTICESHIP AND TRAINING
OFFICIALLY RECOGNIZED APPRENTICEABLE OCCUPATIONS

AIMS

=Apprenticeship Information Management Syst

DOT

=Dictionary of Occupational Titles

OCCUPATIONAL TITLES

=From the Revised 4th Edition DOT

*TERM

=Recommended minimum term in hours.

NATIONAL STANDARDS 1

=Occupation included in National Standards

**BULLETIN NUMBER

Bulletin Numbers are not available for every occupation.
See also Bulletins No. 87-11, 92-01, and 93-09 for Occupational
Code and Title Changes, deletions, combinations, etc.

APPENDIX D

Federal Register, February 18, 1977, Part II

U. S. Department of Labor

Apprenticeship Programs

Labor Standards for Registration

Title 29—Labor

SUBTITLE A—OFFICE OF THE SECRETARY OF LABOR

PART 29—LABOR STANDARDS FOR THE REGISTRATION OF APPRENTICESHIP PROGRAMS

Policies and Procedures

On Tuesday, October 19, 1976, the Department of Labor published in the FEDERAL REGISTER (41 FR 46148) proposed registration standards for apprenticeship programs. These standards, in the form of the addition of a new Part 29 to 29 CFR subtitle A, were promulgated pursuant to the authority of section 1 of the National Apprenticeship Act of 1937 (29 U.S.C. 50), Reorganization Plan No. 14 of 1950 (64 Stat. 1267; 3 CFR 1949-53 Comp., p. 1007), the Copeland Act (40 U.S.C. 276c), and 5 U.S.C. 301.

A revised version of the proposed standards was issued in 1975 and published at 40 FR 11340 (3-10-75). Comments to this initial proposed rulemaking were considered at length by the Federal Committee on Apprenticeship and by the Department of Labor. This process resulted in the issuance of the proposed rulemaking on October 19, 1976. The Department invited interested persons to submit written views and comments before November 22, 1976, concerning the proposal, and numerous responses were received. The Department has studied these comments carefully and several editorial and clarifying changes have been incorporated into the regulation. However, Part 29, which is published as final today, is basically the same as the proposal of October 19.

This document was prepared under the direction of Hugh C. Murphy, Administrator, Bureau of Apprenticeship and Training. For further information about this document, contact:

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This new part sets out labor standards, policies and procedures relating to the registration, cancellation and deregistration of apprenticeship programs and of apprenticeship agreements by the Bureau of Apprenticeship and Training (BAT), the recognition of a State Apprenticeship Council or Agency (SAC) as the appropriate agency for registering local apprenticeship programs for certain Federal purposes, and the derecognition of a SAC.

Those provisions which caused significant comment are as follows:

1. In § 29.2, Definitions, the definition of "Federal purposes" in paragraph (k) was unclear to several persons. The definition in this section is very broad. However, those Federal purposes which this part affects are described in § 29.3(a), which reads as follows: "Eligibility for various Federal purposes is conditioned upon a program's conformity with apprenticeship program standards pub-

lished by the Secretary of Labor in this part. For a program to be determined by the Secretary of Labor as being in conformity with these published standards the program must be registered with the Bureau or registered with and/or approved by a State Apprenticeship Agency or Council recognized by the Bureau. Such determination by the Secretary is made only by such registration." Examples of such Federal purposes are the Davis-Bacon Act and the Service Contract Act.

2. In § 29.3, Eligibility and procedure for Bureau registration of a program, some persons read paragraph (h) as being applicable to "unilateral" programs (i.e., to programs sponsored by employers not having a collective bargaining agreement with a union). The text makes it quite clear that paragraph (h) applies only to those potential sponsors who are parties to an existing collective bargaining agreement and then only in very limited circumstances. Paragraph (i) underscores this point; it states that where an employer or group of employers wishes to register an apprenticeship program and there is no existing collective bargaining agreement, the employer or group of employers are not required to deal with a union.

3. In § 29.4, Criteria for apprenticeable occupation, paragraph (c) states that an apprenticeable occupation "involves manual, mechanical or technical skills and knowledge which require a minimum of 2,000 hours of on-the-job work experience." Several persons had the impression that the Bureau of Apprenticeship and Training would allow almost any presently-recognized apprenticeable occupation to be registered as long as it met a minimum standard of 2,000 hours of on-the-job experience. This is not the intent of the Bureau of Apprenticeship and Training, nor does the paragraph when read in connection with the rest of this part—particularly § 29.5, Standards of apprenticeship—allow such an interpretation. Although the Bureau of Apprenticeship and Training has recognized only a handful of occupations having a minimum requirement of 2,000 hours of on-the-job experience, as well as related instruction to supplement this work experience, the Department believes other such occupations may exist. By setting 2,000 hours of on-the-job work experience as the minimum criterion, the Department feels it will be better able to fulfill its responsibility under the Fitzgerald Act to promote apprenticeship.

4. In § 29.5, Standards of apprenticeship, a number of changes have been made.

Paragraph (b)(4) has been changed to emphasize that plans of self-study will not be automatically approved. Rather, each such proposed plan will be considered on its merits by the Bureau of Apprenticeship and Training, as well as all other forms of related training, before approval is given to a program.

Paragraph (b)(7) has been amended to include safety as one of the factors

to be weighed by the Bureau of Apprenticeship and Training when it considers the proposed ratio of apprentices to journeymen.

Paragraph (b)(10) has been revised as follows (omitted words are in brackets; added words are italicized): "The [required] minimum qualifications required by a sponsor for persons entering [an] the apprenticeship program, with an eligible starting age not less than 16 years;"

Paragraph (b)(14) has been revised by adding the words in italics: "Assurance of qualified training personnel and adequate supervision on the job;"

5. In § 29.12(a), Recognition of State agencies, the language of paragraph (a) has been revised to clarify the legal effect of the Secretary's recognition of a State Apprenticeship Council. Paragraph (a) now reads: "(a) The Secretary's recognition of a State Apprenticeship Agency or Council (SAC) gives the SAC the authority to determine whether an apprenticeship program conforms with the Secretary's published standards and the program is, therefore, eligible for those Federal purposes which require such a determination by the Secretary. Such recognition of a SAC shall be accorded by the Secretary upon submission and approval of the following:"

6. In § 29.12, several commenters objected to the language of paragraph (b)(8). This paragraph requires the SAC to "provide that apprenticeship programs and standards of employers and unions in other than the building and construction industry, which jointly form a sponsoring entity on a multistate basis and are registered pursuant to all requirements of this part by any recognized State Apprenticeship Agency/Council or by the Bureau, shall be accorded registration or approval reciprocity by any other State Apprenticeship Agency/Council or office of the Bureau if such reciprocity is requested by the sponsoring entity."

This provision was approved without dissent by the Federal Committee on Apprenticeship on September 8, 1976. It was the intent of the Committee to simplify the problems experienced by a relatively few number of apprenticeship programs. None of these programs are in the construction occupations. Rather the paragraph applies to those programs which are operated by large, industrial companies such as General Motors, Ford, Alco, etc. in conjunction with the local of several large international unions.

The national standards for these programs are developed by the national office of the joint apprenticeship committee of the industry, in conjunction with the national staff of the Bureau of Apprenticeship and Training. The Department of Labor approves and publishes these standards. The local joint apprenticeship committee ordinarily adopts the approved national pattern standards with out change, except for such local matter as those involving wage rates and affirmative action goals. The local program, which are administered jointly by the employer and the union, are situated in:

large plants with a relatively stable work force employed on a year-round basis. Hence, these programs differ from the typical construction employer who operates on a multistate basis.

The construction industry employs a mobile work force primarily in seasonal jobs. In construction programs, because of the seasonality of construction work, the apprentice's on-the-job training will usually be interrupted several times during the course of his/her apprenticeship and the supervision will be provided by several employers. In multistate operations, it may be necessary to provide related instruction at several places.

In the non-construction programs which this paragraph will affect, the typical apprentice will be employed year-round at the same site by the same employer during the entire term of his/her apprenticeship, and will receive on-the-job training and supervision from the same employer. Although related training may not be conducted at the worksite, it will ordinarily be conducted at the same location throughout the entire term of the individual's apprenticeship.

The Department believes it is reasonable to make a distinction between apprenticeship programs in the construction industry and those in other industries because of the differences mentioned above. These differences have an effect on what factors are necessary to insure a proper apprenticeship program in a particular craft.

The Department believes it is reasonable to draw a distinction between those multistate non-construction employers who conduct an apprenticeship program jointly with a union and those who conduct a unilateral apprenticeship program. The local programs, in practice, adopt the occupation's national pattern standards which have been developed by the occupation's national joint apprenticeship committee in cooperation with the national office of BAT and published by the Department.

The program is administered not by the employer alone but by the local joint apprenticeship committee (JAC) composed of both employer and union representatives. These two elements have both mutual and conflicting interests in assuring that the apprenticeship program is properly operated. The result of this tension of interests is more likely to result in a proper training program than would be the case in a program operated unilaterally.

Because of the stable year-round work force at the worksite, the journeymen are able to reach an informed opinion on the quality of the apprenticeship program. Each of the journeymen pays a percentage of his/her wage for the operation of the program. These circumstances increase the likelihood that complaints about deficiencies in the program, if not corrected by the JAC, will reach the registration agency which can take corrective action.

7. In § 29.12(c), language has been added to make clear that currently-recognized State Apprenticeship Agencies

and State Apprenticeship Councils retain their recognition during the 120-day period after the effective date of this part, as well as during any extension period granted by the Administrator.

8. Several persons believed that the requirements contained throughout § 29.12 represent an unwarranted intrusion of Federal control into the operations of the SACs. The Department believes that this conclusion is not correct.

As far as the Department knows, the recognized SACs are already in substantial conformity with the minimum standards set forth in this section, with the exception of paragraphs (b)(8) and (b)(10), which have been addressed earlier. Where they are not, paragraph (c) affords the State a 120-day period within which to conform. An extension of time may be granted by the Administrator of the Bureau for good cause.

It does not seem to the Department that it will be an undue hardship for the SACs to conform to the minimal requirements set forth in this part or to provide to the Department the information required by § 29.12(a), since recognition by the Secretary has important economic effects (as in the operation of the Davis-Bacon Act and the Service Contract Act) and important effects in promoting and improving the apprenticeship system. For these reasons it seems reasonable to the Department that the Secretary have documentary evidence that a recognized State agency is conforming to the minimum standards set forth in this part.

Some persons have read § 29.12(a) (5) in a manner which does not appear justified by the text. It requires a SAC to submit to the Bureau "a description of policies and operating procedures which depart from or impose requirements in addition to those prescribed in this part." While the Bureau has the right to approve or disapprove such variations, the purpose of this provision is not to enable the Bureau to control SACs or to dictate policies and procedures. Rather, it allows the Secretary to be informed of the policies and procedures of the SACs to which the Secretary has accorded recognition. The Department can then make its own judgment on whether these policies and procedures conflict with the requirements of this part.

9. Finally, some persons expressed reservations about the hearing procedures that are outlined in these regulations, primarily in § 29.9. Specifically, hearings are called for in the following circumstances:

- (a) The deregistration of Bureau-registered programs (§ 29.7);
- (b) Denials of a State agency's application for Bureau recognition (§ 29.12); and
- (c) Withdrawal of Bureau recognition of a State Apprenticeship Agency or Council (§ 29.13). These hearings are available to the aggrieved parties specified in the respective sections, when such aggrieved parties have taken the steps required to trigger their hearing rights.

The Department has adopted the hearing procedures used in this part for a number of reasons. First: The hearing provisions are sound from a standpoint of due process and conform to well-settled principles of administrative law. Section 29.9 allows for the appointment of an administrative law judge. Moreover, the hearing provides a forum where both sides, in an adversary setting, may present and defend evidence.

Second: The hearing provisions in this part are virtually identical to those of 29 CFR Part 30, relating to Equal Opportunity in Apprenticeship. The Department is not aware of any serious complaints about this procedure. It is anticipated that hearings under Part 29 will be infrequent. Under these circumstances, it does not seem feasible to establish a separate appeals mechanism.

Accordingly, Title 29 of the Code of Federal Regulations is amended, effective March 21, 1977 by adding the following new Part 29:

- Sec. 29.1 Purpose and scope.
- 29.2 Definitions.
- 29.3 Eligibility and procedure for Bureau registration of a program.
- Sec. 29.4 Criteria for apprenticeable occupations.
- 29.5 Standards of apprenticeship.
- 29.6 Apprenticeship agreement.
- 29.7 Deregistration of Bureau-registered program.
- 29.8 Reinstatement of program registration.
- 29.9 Hearings.
- 29.10 Limitations.
- 29.11 Complaints.
- 29.12 Recognition of State agencies.
- 29.13 Derecognition of State agencies.

AUTHORITY: Sec. 1, 50 Stat. 684, as amended (29 U.S.C. 50; 40 U.S.C. 276c; 5 U.S.C. 301); Reorganization Plan No. 14 of 1950, 64 Stat. 1267 (5 U.S.C. App., p. 534).

§ 29.1 Purpose and scope.

(a) The National Apprenticeship Act of 1937, section 1 (29 U.S.C. 50), authorizes and directs the Secretary of Labor "to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the Office of Education under the Department of Health, Education, and Welfare . . ." Section 2 of the Act authorizes the Secretary of Labor to "publish information relating to existing and proposed labor standards of apprenticeship," and to "appoint national advisory committees . . ." (29 U.S.C. 50a).

(b) The purpose of this part is to set forth labor standards to safeguard the welfare of apprentices, and to extend the application of such standards by pre-

scribing policies and procedures concerning the registration, for certain Federal purposes, of acceptable apprenticeship programs with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training. These labor standards, policies and procedures cover the registration, cancellation and de-registration of apprenticeship programs and of apprenticeship agreements; the recognition of a State agency as the appropriate agency for registering local apprenticeship programs for certain Federal purposes; and matters relating thereto.

(c) For further information about this Part 29, contact: Deputy Administrator, Bureau of Apprenticeship and Training, Employment and Training Administration, Room 5000, Patrick Henry Building, Washington, D.C. 20213, Telephone number (202) 376-6585.

§ 29.2 Definitions.

As used in this part:

(a) "Department" shall mean the U.S. Department of Labor.

(b) "Secretary" shall mean the Secretary of Labor or any person specifically designated by him.

(c) "Bureau" shall mean the Bureau of Apprenticeship and Training, Employment and Training Administration.

(d) "Administrator" shall mean the Administrator of the Bureau of Apprenticeship and Training, or any person specifically designated by him.

(e) "Apprentice" shall mean a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn a skilled trade as defined in § 29.4 under standards of apprenticeship fulfilling the requirements of § 29.5.

(f) "Apprenticeship program" shall mean a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

(g) "Sponsor" shall mean any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

(h) "Employer" shall mean any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

(i) "Apprenticeship committee" shall mean those persons designated by the sponsor to act for it in the administration of the program. A committee may be "joint," i.e., it is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s) and has been established to conduct, operate, or administer an apprenticeship program and enter into apprenticeship agreements with apprentices. A committee may be "unilateral" or "non-joint" and shall mean a program sponsor in which a bona fide col-

lective bargaining agent is not a participant.

(j) "Apprenticeship agreement" shall mean a written agreement between an apprentice and either his employer, or an apprenticeship committee acting as agent for employer(s), which agreement contains the terms and conditions of the employment and training of the apprentice.

(k) "Federal purposes" includes any Federal contract, grant, agreement or arrangement dealing with apprenticeship; and any Federal financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference or right pertaining to apprenticeship.

(l) "Registration of an apprenticeship program" shall mean the acceptance and recording of such program by the Bureau of Apprenticeship and Training, or registration and/or approval by a recognized State Apprenticeship Agency, as meeting the basic standards and requirements of the Department for approval of such program for Federal purposes. Approval is evidenced by a Certificate of Registration or other written indicia.

(m) "Registration of an apprenticeship agreement" shall mean the acceptance and recording thereof by the Bureau or a recognized State Apprenticeship Agency as evidence of the participation of the apprentice in a particular registered apprenticeship program.

(n) "Certification" shall mean written approval by the Bureau of:

(1) A set of apprenticeship standards developed by a national committee or organization, joint or unilateral, for policy or guideline use by local affiliates, as substantially conforming to the standards of apprenticeship set forth in § 29.5; or

(2) An individual as eligible for probationary employment as an apprentice under a registered apprenticeship program.

(o) "Recognized State Apprenticeship Agency" or "recognized State Apprenticeship Council" shall mean an organization approved by the Bureau as an agency or council which has been properly constituted under an acceptable law or Executive order, and has been approved by the Bureau as the appropriate body for State registration and/or approval of local apprenticeship programs and agreements for Federal purposes.

(p) "State" shall mean any of the 50 States of the United States, the District of Columbia, or any territory or possession of the United States.

(q) "Related instruction" shall mean an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

(r) "Cancellation" shall mean the termination of the registration or approval status of a program at the request of the sponsor or termination of an apprenticeship agreement at the request of the apprentice.

(s) "Registration agency" shall mean the Bureau or a recognized State Apprenticeship Agency.

§ 29.3 Eligibility and procedure for Bureau registration of a program.

(a) Eligibility for various Federal purposes is conditioned upon a program's conformity with apprenticeship program standards published by the Secretary of Labor in this part. For a program to be determined by the Secretary of Labor as being in conformity with these published standards the program must be registered with the Bureau or registered with and/or approved by a State Apprenticeship Agency or Council recognized by the Bureau. Such determination by the Secretary is made only by such registration.

(b) No apprenticeship program or agreement shall be eligible for Bureau registration unless (1) it is in conformity with the requirements of this part and the training is in an apprenticeship occupation having the characteristics set forth in § 29.4 herein, and (2) it is in conformity with the requirements of the Department's regulation on "Equal Employment Opportunity in Apprenticeship and Training" set forth in 29 CFR Part 30, as amended.

(c) Except as provided under paragraph (d) of this section, apprentices must be individually registered under a registered program. Such registration may be effected:

(1) By filing copies of each apprenticeship agreement; or

(2) Subject to prior Bureau approval, by filing a master copy of such agreement followed by a listing of the name, and other required data, of each individual when apprenticed.

(d) The names of persons in their first 90 days of probationary employment as an apprentice under an apprenticeship program registered by the Bureau or a recognized State Apprenticeship Agency, if not individually registered under such program, shall be submitted immediately after employment to the Bureau or State Apprenticeship Agency for certification to establish the apprentice as eligible for such probationary employment.

(e) The appropriate registration office must be promptly notified of the cancellation, suspension, or termination of any apprenticeship agreement, with cause for same, and of apprenticeship completions.

(f) Operating apprenticeship programs when approved by the Bureau shall be accorded registration evidenced by a Certificate of Registration. Programs approved by recognized State Apprenticeship Agencies shall be accorded registration and/or approval evidenced by a similar certificate or other written indicia. When approved by the Bureau, national apprenticeship standards for policy or guideline use shall be accorded certification, evidenced by a certificate attesting to the Bureau's approval.

(g) Any modification(s) or change(s) to registered or certified programs shall be promptly submitted to the registration office and, if approved, shall be recorded and acknowledged as an amendment to such program.

(h) Under a program proposed for registration by an employer or employers' association, where the standards, collective bargaining agreement or other instrument, provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program, and such participation is exercised, written acknowledgement of union agreement or "no objection" to the registration is required. Where no such participation is evidenced and practiced, the employer or employers' association shall simultaneously furnish to the union, if any, which is the collective bargaining agent of the employees to be trained, a copy of its application for registration and of the apprenticeship program. The registration agency shall provide a reasonable time period of not less than 30 days nor more than 60 days for receipt of union comments, if any, before final action on the approval application for registration and/or

(i) Where the employees to be trained have no collective bargaining agent, an apprenticeship program may be proposed for registration by an employer or group of employers.

§ 29.4 Criteria for apprenticeable occupations.

An apprenticeable occupation is a skilled trade which possesses all of the following characteristics:

(a) It is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training.

(b) It is clearly identified and commonly recognized throughout an industry.

(c) It involves manual, mechanical or technical skills and knowledge which require a minimum of 2,000 hours of on-the-job work experience.

(d) It requires related instruction to supplement the on-the-job training.

§ 29.5 Standards of apprenticeship.

An apprenticeship program, to be eligible for registration/approval by a registration/approval agency, shall conform to the following standards:

(a) The program is an organized, written plan embodying the terms and conditions of employment, training, and supervision of one or more apprentices in the apprenticeable occupation, as defined in this part, and subscribed to by a sponsor who has undertaken to carry out the apprentice training program.

(b) The program standards contain the equal opportunity pledge prescribed in 29 CFR 30.3(b) and, when applicable, an affirmative action plan in accordance with 29 CFR 30.4, a selection method authorized in 29 CFR 30.5, or similar requirements expressed in a State Plan for Equal Employment Opportunity in Apprenticeship adopted pursuant to 29 CFR Part 30 and approved by the Department, and provisions concerning the following:

(1) The employment and training of the apprentice in a skilled trade;

(2) A term of apprenticeship, not less than 2,000 hours of work experience, consistent with training requirements as established by industry practice;

(3) An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

(4) Provision for organized, related and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is recommended. Such instruction may be given in a classroom through trade, industrial courses or by through trade, industrial or correspondence courses of equivalent value, or other forms of self-study approved by the registration/approval agency;

(5) A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage shall be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement;

(6) Periodic review and evaluation of the apprentice's progress in job performance and related instruction; and the maintenance of appropriate progress records;

(7) The numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language shall be specific and clear as to application in terms of jobsite, work force, department or plant;

(8) A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of apprenticeship;

(9) Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction;

(10) The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years;

(11) The placement of an apprentice under a written apprenticeship agreement as required by the State apprenticeship law and regulation, or the Bureau where no such State law or regulation exists. The agreement shall directly, or by reference, incorporate the standards of the program as part of the agreement;

(12) The granting of advanced standing or credit for previously acquired experience, training, or skills for all applicants equally, with commensurate wages for any progression step so granted;

(13) Transfer of employer's training obligation when the employer is unable

to fulfill his obligation under the apprenticeship agreement to another employer under the same program with consent of the apprentice and apprenticeship committee or program sponsor;

(14) Assurance of qualified training personnel and adequate supervision on the job;

(15) Recognition for successful completion of apprenticeship evidenced by an appropriate certificate;

(16) Identification of the registration agency;

(17) Provision for the registration, cancellation and deregistration of the program; and requirement for the prompt submission of any modification or amendment thereto;

(18) Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the registration office of persons who have successfully completed apprenticeship programs; and notice of cancellations, suspensions and terminations of apprenticeship agreements and causes therefor;

(19) Authority for the termination of an apprenticeship agreement during the probationary period by either party without stated cause;

(20) A statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR Part 30, as amended, or a State EEO in apprenticeship plan adopted pursuant to 29 CFR Part 30 and approved by the Department;

(21) Name and address of the appropriate authority under the program to receive, process and make disposition of complaints;

(22) Recording and maintenance of all records concerning apprenticeship, as may be required by the Bureau or recognized State Apprenticeship Agency and other applicable law.

§ 29.6 Apprenticeship agreement.

The apprenticeship agreement shall contain explicitly or by reference:

(a) Names and signatures of the contracting parties (apprentice, and the program sponsor or employer), and the signature of a parent or guardian if the apprentice is a minor.

(b) The date of birth of apprentice.

(c) Name and address of the program sponsor and registration agency.

(d) A statement of the trade or craft in which the apprentice is to be trained, and the beginning date and term (duration) of apprenticeship.

(e) A statement showing (1) the number of hours to be spent by the apprentice in work on the job, and (2) the number of hours to be spent in related and supplemental instruction which is recommended to be not less than 144 hours per year.

(f) A statement setting forth a schedule of the work processes in the trade or industry divisions in which the apprentice is to be trained and the approximate time to be spent at each process.

(g) A statement of the graduated scale of wages to be paid the apprentice and

whether or not the required school time shall be compensated.

(h) Statements providing:

(1) For a specific period of probation during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the registration agency;

(2) That, after the probationary period, the agreement may be cancelled at the request of the apprentice, or may be suspended, cancelled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the registration agency of the final action taken.

(i) A reference incorporating as part of the agreement the standards of the apprenticeship program as it exists on the date of the agreement and as it may be amended during the period of the agreement.

(j) A statement that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, or sex.

(k) Name and address of the appropriate authority, if any, designated under the program to receive, process and make disposition of controversies or differences arising out of the apprenticeship agreement when the controversies or differences cannot be adjusted locally or resolved in accordance with the established trade procedure or applicable collective bargaining provisions.

§ 29.7 Deregistration of Bureau-registered program.

Deregistration of a program may be effected upon the voluntary action of the sponsor by a request for cancellation of the registration, or upon reasonable cause, by the Bureau instituting formal deregistration proceedings in accordance with the provisions of this part.

(a) *Request by sponsor.* The registration officer may cancel the registration of an apprenticeship program by written acknowledgement of such request stating, but not limited to, the following matters:

(1) The registration is canceled at sponsor's request, and effective date thereof;

(2) That, within 15 days of the date of the acknowledgment, the sponsor shall notify all apprentices of such cancellation and the effective date; that such cancellation automatically deprives the apprentice of his/her individual registration; and that the deregistration of the program removes the apprentice from coverage for Federal purposes which require the Secretary of Labor's approval of an apprenticeship program.

(b) *Formal deregistration.*—(1) *Reasonable cause.* Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated, and administered in accordance with the registered provisions or the requirements of this part, except that deregistration proceedings for violation of equal oppor-

tunity requirements shall be processed in accordance with the provisions under 29 CFR Part 30, as amended;

(2) Where it appears the program is not being operated in accordance with the registered standards or with requirements of this part, the registration officer shall so notify the program sponsor in writing;

(3) The notice shall (i) be sent by registered or certified mail, with return receipt requested; (ii) state the shortcoming(s) and the remedy required; and (iii) state that a determination of reasonable cause for deregistration will be made unless corrective action is effected within 30 days;

(4) Upon request by the sponsor for good cause, the 30-day term may be extended for another 30 days. During the period for correction, the sponsor shall be assisted in every reasonable way to achieve conformity;

(5) If the required correction is not effected within the allotted time, the registration officer shall send a notice to the sponsor, by registered or certified mail, return receipt requested, stating the following:

(i) The notice is sent pursuant to this subsection;

(ii) Certain deficiencies (stating them) were called to sponsor's attention and remedial measures requested, with dates of such occasions and letters; and that the sponsor has failed or refused to effect correction;

(iii) Based upon the stated deficiencies and failure of remedy, a determination of reasonable cause has been made and the program may be deregistered unless, within 15 days of the receipt of this notice, the sponsor requests a hearing;

(iv) If a request for a hearing is not made, the entire matter will be submitted to the Administrator, BAT, for a decision on the record with respect to deregistration.

(6) If the sponsor has not requested a hearing, the registration officer shall transmit to the Administrator, BAT, a report containing all pertinent facts and circumstances concerning the nonconformity, including the findings and recommendation for deregistration, and copies of all relevant documents and records. Statements concerning interviews, meetings and conferences shall include the time, date, place, and persons present. The Administrator shall make a final order on the basis of the record before him.

(7) If the sponsor requests a hearing, the registration officer shall transmit to the Secretary, through the Administrator, a report containing all the data listed in paragraph (6) above. The Secretary shall convene a hearing in accordance with § 29.9; and shall make a final decision on the basis of the record before him including the proposed findings and recommended decision of the hearing officer.

(8) At his discretion, the Secretary may allow the sponsor a reasonable time to achieve voluntary corrective action. If the Secretary's decision is that the apprenticeship program is not operating in

accordance with the registered provisions or requirements of this part, the apprenticeship program shall be deregistered. In each case in which reregistration is ordered, the Secretary shall make public notice of the order and shall notify the sponsor.

(9) Every order of deregistration shall contain a provision that the sponsor shall, within 15 days of the effective date of the order, notify all registered apprentices of the deregistration of the program; the effective date thereof; that such cancellation automatically deprives the apprentice of his/her individual registration; and that the deregistration removes the apprentice from coverage for Federal purposes which require the Secretary of Labor's approval of an apprenticeship program.

§ 29.8 Reinstatement of program registration.

Any apprenticeship program deregistered pursuant to this part may be reinstated upon presentation of adequate evidence that the apprenticeship program is operating in accordance with this part. Such evidence shall be presented to the Administrator, BAT, if the sponsor had not requested a hearing, or to the Secretary, if an order of deregistration was entered pursuant to a hearing.

§ 29.9 Hearings.

(a) Within 10 days of his receipt of a request for a hearing, the Secretary shall designate a hearing officer. The hearing officer shall give reasonable notice of such hearing by registered mail, return receipt requested, to the appropriate sponsor. Such notice shall include (1) a reasonable time and place of hearing, (2) a statement of the provisions of this part pursuant to which the hearing is to be held, and (3) a concise statement of the matters pursuant to which the action forming the basis of the hearing is proposed to be taken.

(b) The hearing officer shall regulate the course of the hearing. Hearings shall be informally conducted. Every party shall have the right to counsel, and a fair opportunity to present his/her case, including such cross-examination as may be appropriate in the circumstances. Hearing officers shall make their proposed findings and recommended decisions to the Secretary upon the basis of the record before them.

§ 29.10 Limitations.

Nothing in this part or in any apprenticeship agreement shall operate to invalidate—

(a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or

(b) Any special provision for veterans, minority persons or females in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive order, or authorized regulation.

§ 29.11 Complaints.

(a) This section is not applicable to any complaint concerning discrimination or other equal opportunity matters; all such complaints shall be submitted, processed and resolved in accordance with applicable provisions in 29 CFR Part 30, as amended, or applicable provisions of a State Plan for Equal Employment Opportunity in Apprenticeship adopted pursuant to 29 CFR Part 30 and approved by the Department.

(b) Except for matters described in paragraph (a) of this section, any controversy or difference arising under an apprenticeship agreement which cannot be adjusted locally and which is not covered by a collective bargaining agreement, may be submitted by an apprentice, or his/her authorized representative, to the appropriate registration authority, either Federal or State, which has registered and/or approved the program in which the apprentice is enrolled, for review. Matters covered by a collective bargaining agreement are not subject to such review.

(c) The complaint, in writing and signed by the complainant, or authorized representative, shall be submitted within 60 days of the final local decision. It shall set forth the specific matter(s) complained of, together with all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint.

(d) The Bureau or recognized State Apprenticeship Agency, as appropriate, shall render an opinion within 90 days after receipt of the complaint, based upon such investigation of the matters submitted as may be found necessary, and the record before it. During the 90-day period, the Bureau or State agency shall make reasonable efforts to effect a satisfactory resolution between the parties involved. If so resolved, the parties shall be notified that the case is closed. Where an opinion is rendered, copies of same shall be sent to all interested parties.

(e) Nothing in this section shall be construed to require an apprentice to use the review procedure set forth in this section.

(f) A State Apprenticeship Agency may adopt a complaint review procedure differing in detail from that given in this section provided it is proposed and has been approved in the recognition of the State Apprenticeship Agency accorded by the Bureau.

§ 29.12 Recognition of State agencies.

(a) The Secretary's recognition of a State Apprenticeship Agency or Council (SAC) gives the SAC the authority to determine whether an apprenticeship program conforms with the Secretary's published standards and the program is, therefore, eligible for those Federal purposes which require such a determination by the Secretary. Such recognition of a SAC shall be accorded by the Secretary upon submission and approval of the following:

(1) An acceptable State apprenticeship law (or Executive order), and regulations adopted pursuant thereto;

(2) Acceptable composition of the State Apprenticeship Council (SAC);

(3) An acceptable State Plan for Equal Employment Opportunity in Apprenticeship;

(4) A description of the basic standards, criteria, and requirements for program registration and/or approval; and

(5) A description of policies and operating procedures which depart from or impose requirements in addition to those prescribed in this part.

(b) *Basic requirements.* Generally the basic requirements under the matters covered in paragraph (a) of this section shall be in conformity with applicable requirements as set forth in this part. Acceptable State provisions shall:

(1) Establish the apprenticeship agency in (i) the State Department of Labor, or (ii) in that agency of State government having jurisdiction of laws and regulations governing wages, hours, and working conditions, or (iii) that State agency presently recognized by the Bureau, with a State official empowered to direct the apprenticeship operation;

(2) Require that the State Apprenticeship Council be composed of persons familiar with apprenticeable occupations and an equal number of representatives of employer and of employee organizations and may include public members who shall not number in excess of the number named to represent either employer or employee organizations. Each representative so named shall have one vote. Ex officio members may be added to the council but they shall have no vote except where such members have a vote according to the established practice of a presently recognized council. If the State official who directs the apprenticeship operation is a member of the council, provision may be made for the official to have a tie-breaking vote;

(3) Clearly delineate the respective powers and duties of the State official and of the council;

(4) Clearly designate the officer or body authorized to register and deregister apprenticeship programs and agreements;

(5) Establish policies and procedures to promote equality of opportunity in apprenticeship programs pursuant to a State Plan for Equal Employment Opportunity in Apprenticeship which adopts and implements the requirements of 29 CFR Part 30, as amended, and to require apprenticeship programs to operate in conformity with such State Plan and 29 CFR Part 30, as amended;

(6) Prescribe the contents of apprenticeship agreements;

(7) Limit the registration of apprenticeship programs to those providing training in "apprenticeable" occupations as defined in § 29.4;

(8) Provide that apprenticeship programs and standards of employers and unions in other than the building and construction industry, which jointly form a sponsoring entity on a multistate basis

and are registered pursuant to all requirements of this part by any recognized State Apprenticeship Agency/Council or by the Bureau, shall be accorded registration or approval reciprocity by any other State Apprenticeship Agency/Council or office of the Bureau if such reciprocity is requested by the sponsoring entity;

(9) Provide for the cancellation, deregistration and/or termination of approval of programs, and for temporary suspension, cancellation, deregistration and/or termination of approval of apprenticeship agreements; and

(10) Provide that under a program proposed for registration by an employer or employers' association, and where the standards, collective bargaining agreement or other instrument provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program, and such participation is exercised, written acknowledgement of union agreement or "no objection" to the registration is required. Where no such participation is evidenced and practiced, the employer or employers' association shall simultaneously furnish to the union, if any, which is the collective bargaining agent of the employees to be trained, a copy of its application for registration and of the apprenticeship program. The State agency shall provide a reasonable time period of not less than 30 days nor more than 60 days for receipt of union comments, if any, before final action on the application for registration and/or approval.

(c) *Application for recognition.* A State Apprenticeship Agency/Council desiring recognition shall submit to the Administrator, BAT, the documentation specified in § 29.12(a) of this part. A currently recognized Agency/Council desiring continued recognition by the Bureau shall submit to the Administrator the documentation specified in § 29.12(a) of this part on or before July 18, 1977. An extension of time within which to comply with the requirements of this part may be granted by the Administrator for good cause upon written request by the State agency but the Administrator shall not extend the time for submission of the documentation required by § 29.12(a). The recognition of currently recognized Agencies/Councils shall continue until July 18, 1977 and during any extension period granted by the Administrator.

(d) *Appeal from denial of recognition.* The denial by the Administrator of a State agency's application for recognition under this part shall be in writing and shall set forth the reasons for the denial. The notice of denial shall be sent to the applicant by certified mail, return receipt requested. The applicant may appeal such a denial to the Secretary by mailing or otherwise furnishing to the Administrator, within 30 days of receipt of the denial, a notice of appeal addressed to the Secretary and setting forth the following items:

(1) A statement that the applicant appeals to the Secretary to reverse the

Administrator's decision to deny its application;

(2) The date of the Administrator's decision and the date the applicant received the decision;

(3) A summary of the reasons why the applicant believes that the Administrator's decision was incorrect;

(4) A copy of the application for recognition and subsequent modifications, if any;

(5) A copy of the Administrator's decision of denial. Within 10 days of receipt of a notice of appeal, the Secretary shall assign an Administrative Law Judge to conduct hearings and to recommend findings of fact and conclusions of law. The proceedings shall be informal, witnesses shall be sworn, and the parties shall have the right to counsel and of cross-examination.

The Administrative Law Judge shall submit the recommendations and conclusions, together with the entire record to the Secretary for final decision. The Secretary shall make his final decision in writing within 30 days of the Administrative Law Judge's submission. The Secretary may make a decision granting recognition conditional upon the performance of one or more actions by the applicant. In the event of such a conditional decision, recognition shall not be effective until the applicant has submitted to the Secretary evidence that the required actions have been performed and the Secretary has communicated to the applicant in writing that he is satisfied with the evidence submitted.

(e) *State apprenticeship programs.*

(1) An apprenticeship program submitted for registration with a State Apprenticeship Agency recognized by the Bureau shall, for Federal purposes, be in conformity with the State apprenticeship law, regulations, and with the State Plan for Equal Employment Opportunity in Apprenticeship as submitted to and approved by the Bureau pursuant to 29 CFR 30.15, as amended;

(2) In the event that a State Apprenticeship Agency is not recognized by the Bureau for Federal purposes, or that such recognition has been withdrawn, or if no State Apprenticeship Agency exists, registration with the Bureau may be requested. Such registration shall be granted if the program is conducted, administered and operated in accordance with the requirements of this part and the equal opportunity regulation in 29 CFR Part 30, as amended.

§ 29.13 *Derecognition of State agencies.*

The recognition for Federal purposes of a State Apprenticeship Agency or State Apprenticeship Council (hereinafter designated "respondent"); may be withdrawn for the failure to fulfill, or operate in conformity with, the requirements of this part. Derecognition proceedings for reasonable cause shall be instituted in accordance with the following:

(a) Derecognition proceedings for failure to adopt or properly enforce a State Plan for Equal Employment Opportunity in Apprenticeship shall be processed in accordance with the procedures prescribed in 29-CFR 30.15.

(b) For causes other than those under paragraph (a) above, the Bureau shall notify the respondent and appropriate State sponsors in writing, by certified mail, with return receipt requested. The notice shall set forth the following:

(1) That reasonable cause exists to believe that the respondent has failed to fulfill or operate in conformity with the requirements of this part;

(2) The specific areas of nonconformity;

(3) The needed remedial measures; and

(4) That the Bureau proposes to withdraw recognition for Federal purposes unless corrective action is taken, or a hearing request mailed, within 30 days of the receipt of the notice.

(c) If, within the 30-day period, respondent:

(1) Complies with the requirements, the Bureau shall so notify the respondent and State sponsors, and the case shall be closed;

(2) Fails to comply or to request a hearing, the Bureau shall decide whether recognition should be withdrawn. If the decision is in the affirmative, the Administrator shall forward all pertinent data to the Secretary, together with the findings and recommendation. The Secretary shall make the final decision, based upon the record before him.

(3) Requests a hearing, the Administrator shall forward the request to the Secretary, and the procedures under § 29.9 shall be followed, with notice thereof to the State apprenticeship sponsors.

(d) If the Secretary determines to withdraw recognition for Federal purposes, he shall notify the respondent and

the State sponsors of such withdrawal and effect public notice of such withdrawal. The notice to the sponsors shall state that, 30 days after the date of the Secretary's order withdrawing recognition of the State agency, the Department shall cease to recognize, for Federal purposes, each apprenticeship program registered with the State agency unless, within that time, the State sponsor requests registration with the Bureau. The Bureau may grant the request for registration contingent upon its finding that the State apprenticeship program is operating in accordance with the requirements of this part and of 29 CFR Part 30, as amended. The Bureau shall make a finding on this issue within 30 days of receipt of the request. If the finding is in the negative, the State sponsor shall be notified in writing that the contingent Bureau registration has been revoked. If the finding is in the affirmative, the State sponsor shall be notified in writing that the contingent Bureau registration is made permanent.

(e) If the sponsor fails to request Bureau registration, or upon a finding of noncompliance pursuant to a contingent Bureau registration, the written notice to such State sponsor shall further advise the recipient that any actions or benefits applicable to recognition "for Federal purposes" are no longer available to participants in its apprenticeship program.

(f) Such notice shall also direct the State sponsor to notify, within 15 days, all its registered apprentices of the withdrawal of recognition for Federal purposes; the effective date thereof; and that such withdrawal removes the apprentice from coverage under any Federal provision applicable to his/her individual registration under a program recognized or registered by the Secretary of Labor for Federal purposes.

(g) A State Apprenticeship Agency or Council whose recognition has been withdrawn pursuant to this part may have its recognition reinstated upon presentation of adequate evidence that it has fulfilled, and is operating in accordance with, the requirements of this part.

Signed at Washington, D.C. this 15th day of February, 1977.

RAY MARSHALL,
Secretary of Labor.

[FR Doc. 77-5212 Filed 2-17-77; 8:45 am]

APPENDIX E

Registered Apprenticeship Programs

in the

State of Florida

Current as of March, 1999

675 OPERATING ENGINEERS JAC
Mr. Bob Goetz, Director
2200 Park Central Boulevard North
Suite 700
Pompano Beach, FL 33064

A-1 MACHINE INJ
Mr. John McDaniel, Owner
4800 Nolan Street
Jacksonville Beach, FL 32224

ABC/SOUTHEAST FLORIDA CHAPTER MASONRY
ASSOCIATION OF FL APPRENTICESHIP COMMITTEE GNJ
Mr. Dwight L. Foster, Executive Director
4700 N. W. 2nd Avenue Suite 104
Boca Raton, FL 33431

A.S.C.F. GNJ
Mr. Butch Wiegold, Chairman
Post Office Box 990071
Naples, FL 34116-6060

ACOUSTI ENGINEERING COMPANY OF
FLORIDA INJ (TALLAHASSEE)
Mr. Dick Terranova, Manager
2802 Plant Street
Tallahassee, FL 32304

ACOUSTI ENGINEERING COMPANY OF
FLORIDA INJ
Mr. John R. Tritt, Human Resource Manager
4656 34th Street Southwest
Orlando, FL 32811

ACOUSTI ENGINEERING COMPANY OF
FLORIDA (PENSACOLA) INJ
Mr. Kenneth Nielsen, Manager
3741-A North Davis Highway
Pensacola, FL 32503

ACOUSTI ENGINEERING COMPANY OF
FLORIDA TAMPA BAY INJ
Mr. Jay Judy, Chairman
6704 North 54th Street
Tampa, FL 33610

ADVANCED EDUCATION APPRENTICESHIP
TRAINING INCORPORATED GNJ
Mr. Edward L. Bartlett, Chairman
3362 Pines Blvd.
Suite 336
Pembroke Pines, FL 33024

AFRICAN-AMERICAN CONTRACTORS
ASSOCIATION INCORPORATED GNJ
Mr. James D. Alford III, Secretary
1344 North Davis Street
Jacksonville, FL 32209

AIR CONDITIONING CONTRACTORS
ASSOCIATION OF CENTRAL FLORIDA GNJ
Mr. Chuck Kuip, Chairman
P.O. Box 180458
Dasselberry, FL 32718-0458

AMERICAN CULINARY FEDERATION
TREASURE COAST CHAPTER GNJ
Mr. Jeff Kelley, Chairman
3209 Virginia Ave.
Ft. Pierce, FL 34981-5599

AMERICAN CULINARY FEDERATION FIRST
COAST CHAPTER INCORPORATED GNJ
Mr. John Wright, Chef
P.O. Box 19976
Jacksonville, FL 32245

AMERICAN CULINARY FEDERATION OF
GREATER FORT LAUDERDALE INC. GNJ
Mr. David Fulcher, Chairman
P.O. Box 63-6071
Margate, FL 33063-6071

AMERICAN CULINARY FEDERATION OF THE
CONCH REPUBLIC CHEECA LODGE MM82 INJ
Mr. Gerry Varady, Director of Personnel
P.O. Box 527
Islamorada, FL 33036

AMERICAN CULINARY FEDERATION PALM
BEACH COUNTY CHAPTER GNJ
Mr. Tim Hurley, Chairman
12471 Sand Wedge Drive
Boynton Beach, FL 33437

ANASTASIA COMMERCIAL EQUIPMENT
SALES & SERVICE (A.C.E.S.S.) INJ
Mr. Jeffery L. Green, President
2205 Dobbs Road Unit #3
St. Augustine, FL 32086

ANCHOR GLASS CONTAINER CORPORATION
Mr. Kent D. Brown, Personnel Manager
2121 Huron Street
Jacksonville, FL 32205

APPLIED DESIGN INJ
Mr. James M. Jeter, President
6956 Phillips Highway
Jacksonville, FL 32216-6038

ARIZONA CHEMICAL APPRENTICESHIP
PROGRAM IJ
Mr. Mike F. Faulkenberry, Superintendent of Maint
P.O. Box 947
Port St. Joe, FL 32456

ARIZONA CHEMICAL APPRENTICESHIP
PROGRAM IJ
Mr. Robert I. Lawrence, Supt. of Maintenance & Engineering
P.O. Box 2447
Pensacola City, FL 32402

ARMSTRONG ELEVATOR COMPANY INJ
Mr. Roy S. Armstrong, President
1509 49th Street South
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ARROYO SERVICE & REPAIR INC. INJ
Mr. Orman Dotson, General Manager
1151 State Road 60 West
MacBeth, FL 33630

ASBESTOS WORKERS LOCAL UNION #60 JAC
Mr. Donald E. Lineback, Coordinator
6440 S. W. 3rd Court
Pembroke Pines, FL 33023

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CONTRACTORS INSTITUTE GNJ
Mr. Dwight L. Foster, Executive Director
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AUTOMATION & TOOLING TECHNOLOGY INJ
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PINELLAS COUNTY GNJ
Mr. Mike Taylor, Chairman
2301-34th St. North
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BAY AREA BUILDING MAINTENTENCE
TECHNOLOGIES APPRENTICSHIP GNJ
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BAYSHORE FIRE PROTECTION & RESCUE
SERVICE DISTRICT INJ
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17171 Tarpon Way
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BEESON ELECTRIC INCORPORATED INJ
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BENTON MACHINE WORKS INC. INJ
Mr. Randy M. Lee, Vice President
740 Carlton Street
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BI-LINK METAL SPECIALTIES INJ
Mr. Rich Lusnia, General Manages/EVP
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BREMER MEDICAL INCORPORATED INJ
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DAVID MANGRUM PLUMBING INJ
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DAYTONA BEACH ELECTRICAL JAC
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DAYTONA BEACH PLUMBERS & PIPEFITTERS
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DESOTO COUNTY FIRE & RESCUE IATC
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EARTH CARE TECHNOLOGIES INJ
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WORKERS JAC
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Mr. Steve Brown, Chairman
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EDISON CHAPTER GNJ
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PROGRAM GNJ
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PINELLAS COUNTY GOVERNMENT INJ
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Clearwater, FL 33756

FLAGLER COUNTY APPRENTICESHIP PROGRAMS GNJ
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FLAGLER COUNTY AUTOMOTIVE APPRENTICE
PROGRAM GNJ
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FLAGLER COUNTY INDUSTRIAL PROGRAM GNJ
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APPRENTICESHIP PROGRAM GNJ
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FLAGLER COUNTY SCHOOLS IJW
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CONTRACTORS OSCEOLA COUNTY APPRENT
PROGRAM GNJ
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NORTHEAST FLORIDA APPRENTICESHIP GNJ
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FLORIDA ASSOCIATION OF PLUMBING
HEATING & COOLING CONTRACTORS GNJ
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ST. PETERSBURG ELECTRICAL JAC
Mr. Harold C. Kronz, Director
4001-50th Avenue North
Room 7
Pinellas Park, FL 33781

ST. PETERSBURG HOUSING AUTHORITY INJ
Ms. Elnora B. Cooper, Operation Director
Graham/Rogall Housing
300 - 10th Street South
St. Petersburg, FL 33705

**SUNCOAST COOKS APPRENTICESHIP
GROUP GNJ**
Mr. Bob Carpenter, Chairman
3300 66th Street North
Largo, FL 33770

SUNCOAST FIRE SPRINKLER INJ
Mr. Hans Grabenhorst, General Manager
4625-118th Avenue North
Clearwater, FL 33762

SURFACE TECHNOLOGIES CORPORATION INJ
Mr. Tom Hionides, President
1277 Atlantic Boulevard
Jacksonville, FL 32233

**SUWANNEE VALLEY ELECTRIC
COOPERATIVE INC. INJ**
Mr. Wyman Clark, Chairman
P.O. Box 160
Live Oak, FL 32060

TALLAHASSEE AREA CHEFS ASSOCIATION GNJ
Mr. Greg Falden, Chairman
117 West Pensacola Street
Tallahassee, FL 32301

**TALLAHASSEE ELECTRICAL
CONTRACTORS ASSOCIATION GNJ**
Ms. Marshlea A. Rudd, Coordinator
4834 Market Place
Tallahassee, FL 32303-6814

TAMPA AREA PIPE TRADES JAC
Mr. Larry Utt, Training Director
3601 North McIntosh Road
Dover, FL 33527

TAMPA BAY PIPE TRADES JATC
Mr. Julian Hyatt, Training Director
7840-40th Street North
Pinellas Park, FL 33781

TAMPA ELECTRICAL JAC
Mr. Phillip Humphrey, Director
5625 Harney Road
Tampa, FL 33610

TAMPA HOUSING AUTHORITY INJ
Mr. Jerome Ryans, Executive Director
1514 Union Street
Tampa, FL 33607

TAMPA IRONWORKERS JAC
Mr. Grady L. Brown, Secretary
P.O. Box 18
Mango, FL 33550

TAMPA MILLWRIGHTS JAC
Mr. Stephen Cothron, Coordinator
9711 East Hillsborough Avenue
Tampa, FL 33610

TAMPA OPERATING ENGINEERS JAC
Mr. Barry Patrick, Coordinator
P.O. Box 398
Mango, FL 33550

TAMPA RADIATOR INC. INJ
Mr. Chris Safos, Owner
1912 East Tampa Street
Tampa, FL 33602

THOMAS TRANSCRIPTION SERVICE INJ
Ms. Diane Thomas, President/Coordinator
550 Balmoral Drive, Suite 305
P.O. Box 26613
Jacksonville, FL 32218-6613

TINGEN HYDRAULIC SERVICE INJ
Mr. Mark H. Tingen, Owner
514 Edgewood Avenue
Jacksonville, FL 32205

TOOT TOOLING INC. d.b.a. S & S
INDUSTRIES INJ
Mr. Thomas Sohacki, President
P.O. Box 1416
Orange Park, FL 32067-1416

TOTAL LAWN CARE INC. INJ
Mr. James E. Hawkinson, President
124 West Industrial Loop
Orange Park, FL 32073

TREASURE COAST PLUMBING APPRENTICESHIP
ASSOCIATION, INCORPORATED GNJ
Mr. Mark D. White, Chairman
7224 South U.S. #1
Port St. Lucie, FL 34952

TRI-COUNTY APPRENTICESHIP
PROGRAM GNJ
Ms. Barbara Parker, Chairman
Post Office 938
Hasting, FL 32145

TRI-COUNTY PAINTERS JAC
Mr. Frank Whitaker, Chairman
2070 CC Tigertail Blvd.
Dania, FL 33004

TRI-COUNTY PHCCA-AC GNJ
Mr. Robert Carson, Executive Director
P.O. Box 7142
Fort Myers, FL 33911

TRI-COUNTY PHCCA-P GNJ
Mr. Robert Carson, Executive Director
P.O. Box 7142
Fort Myers, FL 33911

TROPICANA PRODUCTS INC. IJ
Mr. Harry Litzell, Chairman
P.O. Box 338
Bradenton, FL 34206

UNISON INDUSTRIES INJ
Mr. William P. Harmett, Chairman
7575 Baymeadows Way
Jacksonville, FL 32216

UNITED ASSOCIATION OF PLUMBERS
& PIPEFITTERS LOCAL UNION 592 JATC
Mr. Irvin Leonard, Coordinator
1819 West Tennessee Street
Tallahassee, Florida 32304

UNITED PAINTING & DECORATING INJ
Mr. Alton W. Plemmons, Junior VP
5120 North 40th Street
Tampa, FL 33610

UNIVERSITY OF FLORIDA
DIVISION OF HOUSING IJW
Mr. Mark Hill, Chairman
P. O. Box 112100
Gainesville, FL 32611

UNIVERSITY OF FLORIDA IJW
Mr. Robert D. Cremer Jr., Director
Physical Plant Division
Building 700
Gainesville, FL 32611

US NAVY NATIONAL APPRENTICESHIP
PROGRAM INJ
Mr. Richard J. Russell, Manager
Chief of Naval Education and Training
NNAP N23/0843 250 Dallas Street
Pensacola, FL 32509-5204

UTILITIES COMMISSION CITY OF
NEW SMYRNA BEACH INJ
Mr. Eugene J. Kopp, Assistant Division Chief
Transmission & Distribution Division
P.O. Box 100
New Smyrna Beach, FL 32170-0100

VAC-CON INJ
Mr. Robert Graden, Plant Superintendent
969 Hall Park Drive
Green Cove Springs, FL 32043

VAC OF AMERICA, INCORPORATED INJ
Mr. Robert Frank, Training Manager
Post Office Box 3887
Saint Augustine, FL 32085

VINYL TECH INJ
Mr. Al Lonicki, Tooling & Maintenance Director
1070 Technology Drive
Nokomis, FL 34275

VISTAKON INJ
Mr. Carl G. Crowe, Group Leader
5985 Richard Street
Jacksonville, FL 32216

VOLUSIA COUNTY CHILD CARE
APPRENTICESHIP COMMITTEE GNJ
Ms. Joan E. Harvey, Chairperson
201 South Peninsula Avenue
New Smyrna Beach, FL 32169

WAYNE'S MOTOR SERVICES INJ
Mr. Wayne Bouffard, Owner
1020 Pine Island Road
Cape Coral, FL 33909

WEST FLORIDA ELECTRIC CO-OP INC. IJ
Mr. Ty Peel, Chairman
P.O. Box 127
Graftonville, FL 32440-0127

WEST PALM BEACH SHEET METAL JAC
Mr. Ray L. Williams, Coordinator
1000 Belvedere Road
Room 5
West Palm Beach, FL 33405

WILEY ELECTRIC INJ
Mr. J. R. Wiley, Owner
111 Bayview Avenue
Panama City, FL 32405

WIMED-TRACE INJ
Mr. Jerry Pierre, Manufacturing Engineer
1475 North Southeast Drive
Jacksonville, FL 32216

VOLUSIA COUNTY CHEFS ASSOCIATION
GNJ
Mr. Kevin P. O'Brien, Chairman
P.O. Box 2811
Daytona Beach, FL 32120-2811

W. R. BODIE ELECTRIC COMPANY INC. INJ
Mr. W. R. Bodie, President
2345 North Edgewood Avenue
Jacksonville, FL 32205

WEST CENTRAL FLORIDA AREA DIESEL TRUC
BUS MECHANICS CONTRACTORS INC. GNJ
Mr. Harry Fischer, Chairman
6760 Winterset Gardens Road
Winter Haven, FL 33884

WEST PALM BEACH PAINTERS JAC
Mr. Jeff McGinley, Coordinator
1213 Omar Road
West Palm Beach, FL 33405

WHITE ROSE NURSERIES LIMITED INJ
Mr. Richard Horton, General Manager
34135 Cardinal Lane
Eustis, FL 32726

WITHLACOCHEE RIVER ELECTRIC
COOPERATIVE INC. INJ
Mr. David Wardwell, Job Training & Safety Coordin
P.O. Box 278
Dade City, FL 33526

APPENDIX F

Apprenticeship Training

Current Enrollee Survey Form



Department of Construction Management

Apprenticeship Training Survey

The purpose of this survey is to help us better meet the needs of the students enrolling in construction apprenticeship training programs. Since your name does not appear anywhere on the form, there is no way that the information can be attributed directly to you. The

information that you provide will be used together with information provided by other individuals in determining ways to assist the apprenticeship programs in the State of Florida.

Despite the fact that there is no way that information from this survey can be traced back to individual students, you need not answer any questions that you feel invade your privacy or about which you feel uncomfortable. However, the more information that we have about students entering or already in the programs, the more assistance we can provide to the program sponsors.

Please Circle the Appropriate Answer

1. Your age: less than 18 18-21 22-25 over 25
2. Your gender: male female
3. Highest educational level completed:
 Less than 10th grade 10th grade 11th grade 12th grade
 Some college Associates Degree Bachelors Degree or higher
4. Do you have a highschool diploma, including GED or other equivalency exam?
 Yes No
5. Are you:
 Single married divorced separated
6. The number of children or adults that you provide support for:
 0 1 2 3 4 more than 4
7. Are you currently employed?
 Yes No

8. If you are currently employed, what is your wage rate? If you are not currently employed, please provide the highest wage rate that you have received in the past.
- Less than \$6.00 per hour between \$6 and \$7 between \$7 and \$8
 between \$8 and \$9 between \$9 and \$10 more than \$10
9. What is the longest period that you have worked for one employer?
- Less than 1 year between 1 and 2 years between 2 and 3 years
 more than three years.
10. If you are currently unemployed, how long have you been out of work?
- I am employed less than 3 months between 3 months and 6 months
 between 6 months and 9 months more than 9 months
11. Are you currently, or were you ever, a member of a military unit? This includes current or past membership in the National Guard or the Reserve, but does not include JRROTC or ROTC.
- Yes No
12. If you were a member of a military unit, did you receive training in this apprenticeship field?
- I was not a member Yes No
13. Have you had any other formal training in this apprenticeship field? By formal we mean regularly organized classes or organized on the job training. If the answer is yes, please provide us with the approximate dates, where the training was held, and what organization sponsored the training.
- Yes No
-
-
14. Are you currently attending or enrolled in any other educational courses?
- Yes No

15. Are you a member of a minority group, defined as: African American; Hispanic; Asian; Native American?

Yes No

16. Are you a U. S. Citizen?

Yes No

17. What wage do you think you will receive when you successfully complete the apprenticeship program? Do not consider benefits, such as insurance or retirement programs.

Less then \$10 per hour between \$10 & \$12 between \$12 & \$14
between \$14 and \$16 between \$16 & \$18 more than \$18 per hour

18. How long have you lived in Florida?

Less then 2 years 2-4 years 4-6 years 6-8 years
8-10 years 10-12 years 12-14 years more than 14 years

19. Other than minor driving offenses, have you been convicted of any crime for which jail or prison time could have been imposed?

Yes No

20. How did you hear about the apprenticeship program?

Friend employer advertisement union school other

21. Do you know of anything that could have been done to make it easier for you to enter the program?

22. If you know the following information it would be helpful if you would furnish it.

Number of years of education completed by father _____

Father's occupation _____

Number of years of education completed by mother _____

Mothers occupation _____

Are any members of your family (parent, brother, sister, aunt, uncle, cousin) employed in the same occupation in which you are now training?

Yes No

23. What month/year did you start your apprenticeship program? _____ / _____

24. Have you ever dropped out of an apprenticeship program? Yes _____ No _____

If so, why? _____

We appreciate the fact that you have taken the time and effort to complete this survey. If you have any questions regarding the results of the information gathered, you are encouraged to write or E-mail the following individual:

Jack Dye
Department of Construction Management
Florida International University
2912 College Avenue
Davie, FL 33322
E-mail: dyej@fiu.edu

APPRENTICESHIP TRAINING SURVEY

Department of Construction Management
FLORIDA INTERNATIONAL UNIVERSITY

Coding to Input Survey Data into SPSS

Survey Question	Possible Answers	Input Options
1. Age (in years)	18-21, 22-25, >25	1, 2, 3
2. Gender	Male, Female	1, 2
3. Education Completed	...10th,11th, 12th, some college, bachelors degree	...10, 11, 12, 13, 14
4. High School Diploma GED/Similar	Yes , No	1, 2
5. Civil Status	Single, Married, Separated, Divorced	1, 2, 3, 4
6. Number of People Supported?	0, 1, 2, 3, 4,>4	0, 1, 2, 3, 4,5
7. Currently Employed	Yes , No	1, 2
8. Wage Rate (per hr.)	<\$6, \$6-\$7, \$7-\$8, \$8-\$9, \$9-10, >\$10	1, 2, 3, 4, 5, 6
9. Longest period worked for one employer? (in years)	<1, 1-2, 2-3, >3	1, 2, 3, 4
10. If Currently unemployed, how long out of Work?	<3, 3-6, 6-9	1, 2, 3
11. Member of Military Unit?	Yes , No	1, 2
12. Received Training?	Yes , No	1, 2
13. Other formal Training?	Yes , No	1, 2
14. Currently enrolled in any other educational courses?	Yes , No	1, 2
15. Member of a Minority Group?	Yes , No	1, 2
16. U.S. Citizen?	Yes , No	1, 2
17. Wage Expected after completing Apprenticeship Program? (\$/hr)	\$10-\$12, \$12--\$14, \$14--\$16, \$16-\$18, >\$18	1, 2, 3, 4, 5
18. How long living in Florida?	<1,2-4, 4-6, 6-8, 8-10, 10-12, 12-14, >14	1, 2, 3, 4, 5, 6, 7, 8
19. Have been convicted of any crime? (jail/prison)	Yes , No	1, 2
20. How did you hear about the Apprenticeship Program?	employer, union, advertise, school, friend, other	1, 2, 3, 4, 5, 6
21. Anything done to make it easier to enter the program?	No options. Surveyed student is free to answer. Question not included for statistical analysis	
22.A Father's years of education	...10th,11th, 12th,bachelors degree, masters degree	...10, 11, 12, 14, 16
22.B Father's occupation	No options. Surveyed student is free to answer. Question not included for statistical analysis	
22.C Mother's years of education	...10th,11th, 12th,bachelors degree, masters degree	...10, 11, 12, 14, 16
22.D Mother's occupation	No options. Surveyed student is free to answer. Question not included for statistical analysis	
22.E Any members of family in same occupation?	Yes , No	1, 2

Input data is available in file: [survey2.xls](#) (Excel 4.0)

Groups:

1. Carpenters -Fort Lauderdale
2. Carpenters -Jacksonville
3. Plumbers -Fort Lauderdale
4. Plumbers -Jacksonville
5. Electricians -Jacksonville
6. HVAC's -Jacksonville
7. Sheet Metal -Jacksonville
8. All Groups - All trades
9. Carpenters -All Locations
10. Plumbers -All Locations

Cell Ranges:

- (A1:W23)
(A24:W41)
(A42:W74)
(A75:W93)
(A94:W206)
(A207:W268)
(A269:W275)
(A1:W275)
(A1:W41)
(A42:W93)

Records Entered:

- 23
18
33
19
113
62
7
275
41
52

APPENDIX G

Apprenticeship Training

Drop-out Data

Appendix G

Coding for Drop-Out Data

Column A	Gender
Column B	Ethnicity b = Afro-American h = Hispanic w = Caucasian
Column C	Veteran n = no v = veteran of Vietnam era o = veteran of other era
Column D	Date dropped from Apprenticeship Program
Column E	Data not used
Column F	Data not used
Column G	Reason Dropped 1 = Discharged/released. No reason given 2 = Voluntarily Left Program to Accept Related Employment 3 = Voluntarily Left Program to Accept Non-related Employment 4 = Unsatisfactory Performance in Program 5 = Become Unemployed/Could Not Find Related Employment 6 = Entered Military Service 7 = Transferred to Another Apprenticeship Program/Field 8 = Illness/Death 9 = Program Canceled by Sponsor 10=Program Canceled by State 11=Voluntarily Quit 12=Other
Column H	Number of Months Spent in Program
Column M	Data not used

ACTION REPORTING FORM								
ATR FL013		Service area VI		DOT 860-381-022		dot symbol 0067		
FL0076299								
SFL AGC		GNJ		Carpenters				
sex	ethnic	vet	date	action	credit	cancel	months in	voc-ed
				code	months	code	program	link
A	B	C	D	E	F	G	H	M
m	b	n	9/1/98		1	3		
m	w	n	9/1/98		1	3		
m	b	n	9/1/98		1	3		
m	b	n	9/1/98		1	3		
m	w	n	9/1/98		1	3		
m	b	n	9/1/98		1	3		
m	b	n	9/1/98		1	3		
m	h	n	9/1/98		1	3		
m	b	n	9/1/98		1	3		
m	h	n	11/13/97		4	12	12	12
m	w	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	12	12	12
m	b	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	12	12	12
m	w	n	11/13/97		4	0	12	6
m	h	n	11/13/97		4	24	12	24
m	b	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	12	12	12
m	b	n	11/13/97		4	0	12	3
m	b	n	11/13/97		4	0	12	3
m	w	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	12	12	12
m	h	n	11/13/97		4	12	12	12
m	b	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	0	12	0
m	b	n	11/13/97		4	0	12	6
m	b	n	11/13/97		4	0	12	6
m	w	n	11/13/97		4	0	12	16
m	w	n	11/13/97		4	0	12	6
m	h	n	11/13/97		4	24	12	24
m	b	n	11/13/97		4	24	12	24
m	b	n	11/13/97		4	0	12	6
m	h	n	11/13/97		4	0	12	6
m	h	n	11/13/97		4	0	12	3
m	w	n	11/13/97		4	24	12	24
m	w	n	11/13/97		4	12	12	12
m	b	n	5/20/97		4		5	6 yes
m	b	n	5/20/97		4		5	6 yes

m	w	n	9/2/97	4		11	13	yes
m	w	n	8/22/97	4		12	12	yes
m	b	v	8/22/97	4		12	37	yes
m	w	n	8/22/97	4		11	13	yes
m	w	n	8/22/97	4		12	13	yes
m	b	n	12/2/97	4		4	3	yes
m	w	n	12/22/97	4		4	5	
m	w	n	12/22/97	4		4	4	
824.261.010			symbol 0159					
sex	ethnic	vet	date	action	credit	cancel	months in	voc-ed
				code	months	code	program	link
A	B	C	D	E	F	G	H	M
m	w	n	2/1/99	4		4	18	yes
m	w	n	2/1/99	4		4	43	yes
m	w	n	2/12/99	4		4	5	yes
m	w	n		4		11	7	yes
m	w	n		4		4	5	yes
m	w	n	1/5/98	4		11	4	yes
m	w	n	1/8/98	4		4	6	yes
m	w	n	1/8/98	4		4	6	yes
m	w	n	1/26/98	4		4	6	yes
m	w	n	1/26/98	4		11	6	yes
m	w	v	2/13/98	4		4	5	yes
m	w	n	2/13/98	4		4	6	yes
m	w	n	2/27/98	4		11	6	yes
m	w	n	3/13/98	4		4	18	yes
m	w	v	5/4/98	4		4	8	yes
m	w	n	6/4/98	4		11	9	yes
m	w	n	6/22/98	4		4	21	yes
m	w	n	6/22/98	4		11	9	yes
m	w	n	8/10/98	4		11	13	yes
m	w	n	8/10/98	4		4	25	yes

note: not including any that resigned or were terminated within propationary period

m	w	n	10/20/98	4	11	4	yes
m	b	n	1/8/97	4	9	5	yes
m	w	n	1/8/97	4	9	4	yes
m	w	n	1/8/97	4	9	16	yes
m	w	n	1/8/97	4	9	4	yes
m	w	n	1/8/97	4	9	15	yes
m	w	n	1/8/97	4	9	5	yes
m	w	o	2/12/97	4	4	5	yes
m	w	n	3/21/97	4	9	7	yes
m	w	v		4	10	30	yes
m	w	n		4	9	7	yes
m	w	n	5/9/97	4	9	7	yes
m	w	n	5/9/97	4	9	9	yes
m	w	v	5/23/97	4	9 & 12	10	yes
m	w	n	7/15/97	4	4	36	yes
m	w	n	8/4/97	4	11	12	yes
m	w	n	8/4/97	4	11	12	yes
m	w	n	8/4/97	4	11	23	yes
m	w	n	8/22/97	4	11	13	yes
m	w	n	9/2/97	4	11	12	yes
m	w	n	8/22/97	4	12	24	yes
m	w	n	8/22/97	4	11	36	yes
m	w	o	10/14/97	4	4	3	yes
m	w	n	10/17/97	4	4	36	yes
m	w	n	10/28/97	4	11	2	yes
m	w	o	12/2/97	4	4	4	yes
m	w	n	12/2/97	4	11	1	yes

m	w	n	8/6/97	4		4	24	yes
m	w	n	8/13/97	4		12	?	yes
m	w	n	8/22/97	4		11	37	yes
m	w	n	9/8/97	4		11	13	yes
m	h	n	8/22/97	4		11	14	yes
m	w	n	8/22/97	4		11	3	yes
m	h	n	12/2/97	4		4	3	yes
m	w	n	12/8/97	4		8	4	yes
m	w	o	12/8/97	4		12	3	yes
ATR FL0013		Service area 2		DOT 860-381-022		dot symbol 0067		
FL0076094								
South Flor		GNJ		Carpenters				
sex	ethnic	vet	date	action	credit	cancel	months in	voc-ed
				code	months	code	program	link
A	B	C	D	E	F	G	H	M
only action sheets on file showing drops are 97 and prior. Action sheet showing accessions in 98								
m	w	n	9/9/97	4		3	23	y
m	w	n	9/9/97	4		3	19	y
m	b	n	9/9/97	4		2	6	y
m	b	n	9/9/97	4		3	40	y
m	b	n	9/9/97	4		3	7	y
m	h	n	9/9/97	4		2	11	y
m	b	n	9/9/97	4		3	7	y
m	w	n	9/9/97	4		2	7	y
m	h	n	9/9/97	4		3	11	y
m	w	n	9/9/97	4		2	1	y
ATR FL013								
Service area 6		dot 862-381-030		dot symbol			432	
FL0076266								
Associated		GNJ		Plumbing				
sex	ethnic	vet	date	action	credit	cancel	months in	voc-ed
				code	months	code	program	link
m	b	n	11/26/97	4		11	27	yes
m	w	n	11/26/97	4		11	2	yes
m	w	n	11/26/97	4		11	2	yes
m	b	n	11/26/97	4		7	39	yes
m	b	n	11/26/97	4		11	1	yes
m	w	n	11/26/97	4		11	14	yes
m	b	n	1/23/98	4		11	4	yes
m	w	n	1/23/98	4		11	4	yes
m	h	n	1/23/98	4		11	26	yes
m	w	n	1/23/98	4		11	27	yes
m	b	n	1/23/98	4		11	4	yes
m	w	n	1/23/98	4		11	28	yes
m	w	n	1/23/98	4		11	4	yes
m	w	n	1/23/98	4		11	4	yes
m	b	n	1/23/98	4		11	28	yes
m	w	n	1/31/98	4		11	16	yes
m	w	o	1/31/98	4		11	16	yes

m	b	n	11/5/98	4	12	2	yes
m	w	n	10/22/98	4	11	1	yes
m	w	n	9/29/98	4	12	9	yes
m	b	n	9/29/98	4	7	12	yes
m	b	n	9/29/98	4	12	12	yes
m	w	n	10/22/98	4	11	1	yes
m	w	n	10/22/98	4	11	25	yes
m	w	n	3/30/98	4	11	2	yes
m	h	n	3/30/98	4	11	6	yes
m	w	n	3/30/98	4	11	23	yes
m	b	n	3/30/98	4	11	5	yes
m	w	n	3/30/98	4	11	3	yes
m	b	n	3/30/98	4	11	2	yes
m	b	n	3/30/98	4	11	5	yes
m	w	n	3/25/97	4	11	7	yes
m	b	o	3/25/97	4	11	37	yes
m	w	n	1/30/97	4	11	5	yes
m	w	n	1/30/97	4	11	5	yes
m	b	n	1/30/97	4	11	17	yes
m	w	n	3/25/97	4	12	30	yes
m	w	n	3/25/97	4	11	7	yes
m	w	o	3/25/97	4	12	7	yes
m	b/w	n	4/24/97	4	11	8	yes
m	w	n	4/24/97	4	11	8	yes
m	h	n	4/24/97	4	11	8	yes
m	h	n	4/24/97	4	11	8	yes