

Criteria for Approval of Apprenticeship Programs

The Washington Student Achievement Council is a State Approving Agency for Washington.

Title 38, Code of Federal Regulations, Section 21.4261 and Title 29, USC 29.5, provides the requirements which must be met by an establishment before approval can be given to offer training to veterans and eligible persons for the purpose of receiving GI Bill education benefits.

An apprenticeship program is an industry-sponsored system that offers hands-on and theoretical training in an apprenticeable occupation. A contract establishes the length and scope of the training.

The following requirements must be met in order to obtain approval as an apprenticeship program:

1. An approved facility may be either the employer or a non-employer sponsor. Joint Apprenticeship Training Committees (JATCs) are union-management committees that sponsor and manage training, but are not employers, and are one example of a non-employer sponsor. Non-employer sponsors must have the authority to assure compliance by employers with the training program.
2. The apprentice must receive training in a skilled trade and there must be reasonable assurance of a job upon completion of training.
3. The term of apprenticeship must not be less than 2,000 hours of work experience, and consistent with training requirements as established by industry practices.
4. There must be an outline of the work processes in which the apprentice will receive supervised work experience and training on the job and an allocation of the approximate time to be spent in each major process.
5. A minimum of 144 hours per year of supplemental instruction in technical subjects related to the trade is required for each year of the apprenticeship program.
6. The standards must include a uniform, progressive schedule of wages. The wages paid to veteran apprentice during the training period must not be less than those paid to non-veteran apprentices in similar training positions.
7. The organization agrees to periodic review and evaluation of the trainee's progress in job performance and related instruction and the maintenance of appropriate progress, certification, and training hour records. All records are to be made available for review by the Department of Veterans Affairs (DVA) and the State Approving Agency (SAA) upon request. Records are to be

maintained by the employer or sponsor for five years following completion or termination of the veteran's program.

8. The numerical ratio of apprentices to journey workers must be consistent with proper supervision, training, safety, and continuity of employment. There must be assurance of qualified training personnel and adequate supervision on the job.
9. A probationary period of reasonable length in relation to the full term of the apprenticeship is acceptable. Credit for the probationary period will count toward completion of the apprenticeship program.
10. Adequate, safe equipment and facilities, as well as adequate supervision, is required. Safety training for apprentices on the job, and in related instruction, is encouraged.
11. The minimum qualifications established by the employer or sponsor for participation in the apprenticeship program must be stated.
12. A written agreement for each veteran in the program must be concluded between the employer or sponsor and the veteran concerned.
13. Employers or sponsors must evaluate previously acquired experience, training, or skills of all veteran trainees. If advanced standing is granted based on such previous experience or training, advancement to the appropriate step in the wage scale is expected. Such evaluations must be made fairly and equally for employees, veteran as well as non-veteran.
14. Recognition for successful completion of an apprenticeship program is expected. For registered programs, a journey card is expected.
15. The training establishment must assure compliance with Title VI of the Civil Rights Act of 1964, (Public Law 88-352). Submission of DVA Form 20-8206, Statement of Assurance of Compliance With Equal Opportunity Laws is required.