



ApprenticeshipUSA



**NATIONAL
RURAL WATER
ASSOCIATION**

NRWA *America's Largest Utility Membership*

STANDARDS OF APPRENTICESHIP

DEVELOPED FOR

IDAHO RURAL WATER ASSOCIATION

FOR THE OCCUPATIONS OF

OCCUPATIONS	O*NET-SOC CODE	RAPIDS CODE
Water System Operations Specialist (Wastewater Treatment Plant Operator; Alternate Title: Water Treatment Specialist)	51-8031.00	0507
Wastewater System Operations Specialist (Wastewater System Operator)	51-8031.00	0507R

APPROVED BY

**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**



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**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP SYSTEM IN ACCORDANCE
WITH THE BASIC STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF
LABOR**

The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30. Every effort has been made to ensure that the information in the model apprenticeship standards is accurate and up-to-date.



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FOREWORD

These Water/Wastewater System Operations Specialist Apprenticeship Standards have as their objective the training of utility workers skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning (OJL) combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

The water industry is unique in that it involves the daily responsibilities of public health protection, technical operations, and maintenance of critical but unseen infrastructure. In order to meet industry demands in an ever-evolving technological environment, the water industry must select individuals who have the aptitude to learn and develop the knowledge, skills, and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupations. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The water industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is often provided on the job, these workers are constantly called upon to make decisions concerning health and safety requirements and operational demands to keep these vital resources flowing.

To meet increased demand on our nation's water and wastewater resources and infrastructure, personnel and equipment have been operating at or beyond capacity to provide safe drinking water and environmentally responsible wastewater treatment for our growing population. Continuous operations and maintenance of existing facilities often prove to be extremely expensive and hazardous. The public must be assured of safe and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained System Operations Specialist (mentor) takes pride in the appearance of his or her work, its technical correctness, and its structural soundness.

The National Rural Water Association (NRWA) has dedicated time and resources to develop an efficient training program so apprentices can, through a systematic program of related instruction and OJL, become well-qualified System Operations Specialists. The degree of success NRWA will have with this apprenticeship program will depend entirely upon the willingness of State Rural Water Associations (SRWAs) and local water/wastewater systems to cooperate in achieving this common goal. Quality training has always been a top priority for NRWA.

SECTION I – PROGRAM ADMINISTRATION

Program sponsors are responsible for the administration of all aspects of a registered apprenticeship program. Sponsor means any State Rural Water Association (SRWA) or water/wastewater system (system) operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Program sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these Standards of Apprenticeship. The Idaho Rural Water Association (IRWA) elects to administer the program with the services of an ATC and a list of the membership and the areas of expertise they represent has been provided to the Registration Agency.

Responsibilities of the Sponsor

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with the Registration Agency.
- F. Hear and resolve all complaints of apprenticeship agreement violations.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices to track their education, experience, and progress in learning the occupation.
- I. Certify to the Registration Agency that apprentices have successfully completed the requirements of the apprenticeship program.
- J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspension for any reason, reinstatement, extension, completion, and cancellation with explanation of causes.
- K. Supervise all the provisions of the Apprenticeship Standards and be responsible, in general, for the successful operation of the Standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned including apprentices, employers, and System Operations Specialists.
- L. Provide each apprentice with a copy of these Standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of the same. Follow this procedure whenever revisions or modifications are made to the rules and policies. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status. The sponsor may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the apprenticeship program training, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).

- M. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these Standards, the sponsor will, per Section XXIII of these Standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.
- N. If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Structure of the Apprenticeship Training Committee (ATC)

- A. Members of the ATC will be selected by the groups they represent.
- B. Membership will be composed of equal numbers of representatives from System Operations Specialists and system decision makers (board members or other elected officials).
- C. Technical assistance from entities such as the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the ATC.

Administrative Procedures

- A. The ATC will select a Chairperson and a Secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The offices of Chairperson and Secretary may rotate among members of the sponsor.

NRWA Program Management: NRWA will oversee quality and consistency via a designated Apprenticeship Program Manager. NRWA may provide technical assistance to local program sponsors as needed, including but not limited to the following list:

- A. Be the point of contact for ensuring training courses and materials utilized in local programs meet acceptable criteria outlined in the Certified NRWA Apprenticeship Program and/or to acquire NRWA standardized training materials.
- B. Provide specialized training, workshops, exams, certificates and certifications as needed through Water University.
- C. Provide standardized recordkeeping templates or database platforms necessary for local sponsors to uniformly administer local programs in accordance with NRWA criteria and provide, upon request, standardized NRWA apprenticeship application forms to the local sponsors.
- D. In coordination with local sponsors, provide technical assistance on program administration and operations. This may include working with the local sponsors to establish protocols for taking applications to the program, determining acceptable

selection procedures that are in accordance with Equal Employment Opportunity hiring practices, or establishing a recordkeeping system capable of validating the quality and effectiveness of the training program.

- E. Accept and respond to inquiries from prospective apprenticeship applicants and affiliate members concerning registration processes.
- F. Assist and advise local sponsors on maintaining “good faith efforts” as outlined in the Affirmative Action Plan, as applicable, and ensure all participation is documented.
- G. Disseminate apprenticeship opening announcements throughout the year using NRWA communication platforms including the WaterPro Community and Career Center.
- H. Maintain a composite record of all registered apprentices in NRWA programs to include completion and cancelation rates, diversity utilization in the programs, and statistical norms for wages and benefits nationwide.
- I. Ensure related instruction and on-the-job learning requirements stay up to date with technology and industry practices.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR §§ 29.5(b)(21) and 30.3(c)

The Idaho Rural Water Association will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The IRWA will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Sponsors with five or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these Standards of Apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than five apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program.

- A. Age
Apprentices must not be less than 18 year of age. Proof of age is required.

- B. Education

A high school diploma, General Educational Development (GED) equivalency, or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Drug Screening

Apprentices will be required to take and pass a drug screening upon acceptance into the program and prior to employment.

E. Background Check

Pursuant to federal guidance all employees of public water systems must pass a background check. Applicants will be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment.

F. Driver's License

Apprentices must possess a valid state-issued vehicle operator license and be insurable at normal commercial rates upon acceptance into the program and prior to employment.

SECTION V - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B). Written apprenticeship agreements can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such written agreement will contain a statement making the terms and conditions of these Standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled. Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these Standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS - 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of an experienced System Operations Specialist (mentor). The mentor must maintain a valid and appropriate license in accordance with the laws of the state of employment throughout the term of apprenticeship.

For the purpose of these Apprenticeship Standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified System Operations Specialist or supervisor at all times, who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient System Operations Specialists consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or treatment plant. The ratio of apprentices to fully proficient System Operations Specialists will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)

The term of the occupation and OJL attainment supplemented by the required hours of related instruction will be as stated on the Work Process Schedule and Related Instruction Outline (Appendix A) for each occupation.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period for this program shall be the first 1000 hours of OJL.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient System Operations Specialists, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient (System Operations Specialist) status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage or schedule of wages of a fully proficient worker wage rate. The percentages or schedule of wages that will be applied to the applicable fully proficient worker rate are shown in the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12) and 30.4

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. The request for credit will be evaluated and a determination made by the sponsor prior to completion of the probationary period. The amount of credit to be awarded will be determined upon review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices at the discretion of the ATC.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a licensed System Operations Specialist. The OJL will be under the direction and guidance of the apprentice’s supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete related instruction through electronic media or other instruction methods approved by the Registration Agency.

Apprentices may not be paid for hours spent attending related instruction classes dependent upon the policies of the sponsoring employer.

The sponsor will inform each apprentice of the availability of any applicable college credit.

In cases of failure of an apprentice to fulfill the related instruction requirements without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice’s progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices, both on the job and in related instruction, that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.12

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice’s OJL;

- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs or terminations;
- rates of pay;
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not) including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these standards, the sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing. Requests made in writing must use the supplied U. S. Department of Labor, ETA, Office of Apprenticeship Application for Certification of Completion of Apprenticeship Form (Appendix B), accompanied by the appropriate documentation for both OJL and the related instruction as may be required by the Registration Agency.

SECTION XVII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These Standards will, upon adoption by the sponsor, be submitted to NRWA and then to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify NRWA and the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these Standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of the same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)

These Standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to NRWA and the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.14

The sponsor will have full authority to enforce these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues based on the nature of the issue:

- A. Discuss the issue with their mentor
- B. Discuss the issue with their employer sponsor
- C. Complain, in writing, to the sponsor
- D. Complain, in writing, to the Registration Agency

29 CFR § 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered Apprenticeship Standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with NRWA and/or the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process, and depose complaints is: *IRWA Apprenticeship Coordinator, apprenticeship@idahoruralwater.com, 6065 West Corporal Lane, Boise, Idaho 83704.*

29 CFR § 30.14

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled System Operations Specialist.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from NRWA, the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

SECTION XXV - DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship, who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these Standards, and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these Standards. Each apprenticeship agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these Standards of Apprenticeship.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's Standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these Standards.

MENTOR: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a journey worker, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. See **System Operations Specialist**.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on the job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval

may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by the Registration Agency to service this program.

The Registration Agency is: U.S. Department of Labor, Office of Apprenticeship

The field representative identified is: Robert Snyder

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. The sponsor assumes the full responsibility for administration and operation of the apprenticeship program. Eligible sponsors of this program are State Rural Water Associations who are members in good standing of the National Rural Water Association, and local water/wastewater systems who are members in good standing of their State Rural Water Association.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SYSTEM OPERATIONS SPECIALIST: A professional water and/or wastewater utility system worker who has attained a level of skills, abilities, certifications, and competencies recognized within the industry as mastery of the skills and competencies required for the occupation.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Idaho Rural Water Association hereby adopts these Standards of Apprenticeship on this 29th day of January, 2020.

Shelley Roberts
Signature of Sponsor

01/29/2020
Date

CEO
Title

[Handwritten Signature]
Signature of NRWA

1/28/2020
Date

Deputy CEO
Title



Water System Operations Specialist



Appendix A-1

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Water System Operations Specialist



Appendix A-1

WORK PROCESS SCHEDULE

OCCUPATION TITLE: Water System Operations Specialist

(Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)
NET-SOC CODE: **51-8031.00** RAPIDS CODE: **0507**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is approximately two (2) years with an on-the-job learning (OJL) attainment of approximately 4,000 hours, supplemented by 288 hours of related technical instruction.

3. RATIO OF APPRENTICES TO MENTORS

The apprentice to mentor ratio is: one (1) apprentice to one (1) mentor on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages as outlined by each participating employer separately in Appendix E.

Table 1. Advancement Criteria to be used with Progressive Wage Schedule	
Period of Apprenticeship	Advancement Requirements
Period 1	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 2	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 3	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 4	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Completion	Completion of all the above identified requirements and application to the state licensing bureau for qualifying level of licensure.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)



Water System Operations Specialist



WORK PROCESS SCHEDULE

OCCUPATION TITLE: **Water System Operation Specialist**

(Wastewater Treatment - Plant Operator; Alternate Title: Water Treatment Specialist)

O*NET-SOC CODE: 51-8031.00

RAPIDS CODE: 0507

Apprentices shall receive on-the-job learning (OJL) and experience as is necessary to become a qualified Water System Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of OJL objectives, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Work Place Safety <ol style="list-style-type: none"> 1. Become familiar with tools, pipe, and other materials used out on the job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Become familiar with confined space and traffic control zones 6. Perform all work in conformance with OSHA regulations 	240
B. Vehicles and Heavy Equipment <ol style="list-style-type: none"> 1. Ensure that vehicles and equipment are adequately stocked and serviced 2. Become familiar working with excavation and other heavy equipment 	400
C. System Operations and Maintenance <ol style="list-style-type: none"> 1. Develop a working knowledge of the operation, methods, and procedures of a water treatment and distribution system 2. Perform installation and inspection of new water lines and services 3. Understand and implement customer metering and billing procedures 4. Perform leak detection and understand water loss control 5. Read water meters, perform meter testing and proper sizing 6. Demonstrate ability to read and interpret maps and drawings of the water system to locate valves, water mains, hydrants, and other infrastructure 7. Assist with the installation, maintenance, and repair of the treatment plant, storage tanks, and the distribution system 8. Develop a working knowledge of preventive maintenance, troubleshooting, and repair of mechanical equipment 	1920
D. Quality Control <ol style="list-style-type: none"> 1. Learn to perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations 2. Identify normal versus out-of-range values 3. Maintain open communication and report results to supervisors 4. Learn emergency response procedures 	960
E. Logistics, Reports and Supervision <ol style="list-style-type: none"> 1. Complete work order forms and document routine maintenance 2. Order equipment and supplies as needed 3. Visit other facilities to learn about new technology 	480
TOTAL HOURS	4000



Water System Operations Specialist



RELATED INSTRUCTION

OCCUPATION TITLE: Water System Operations Specialist
O*NET-SOC CODE: 51-8031.00 **RAPIDS CODE: 0507**

A minimum of 288 hours of related instruction are required for each apprentice. Elective courses not listed below must be approved by the Apprenticeship Training Committee for credit. Any applicable courses approved through the Idaho Bureau of Occupational Licensing for water continuing education units are deemed valid. Courses offered will vary from year to year. An annual schedule of Required and Elective Courses available may be obtained from the Apprenticeship Coordinator.

Sample		
Drinking Water Curriculum - 144 hours Classroom Training Per Year		
Year 1		
Required Courses (120 hours)		
Course Title	Hours	Source
Apprenticeship Program Orientation	6	IRWA
OSHA 10 Confined Space Entry	12	IRWA
Pump and Motor Maintenance	12	Suncoast
Basic Water Works	12	Suncoast
Operator Handbook	12	Suncoast
Water Transmission and Distribution	12	Suncoast
Basic Board and Council Training	6	Suncoast
Water Utility Safety	12	Suncoast
Small Water Systems 1	12	Suncoast
Fundamentals of Very Small Drinking Water Systems	12	IRWA
OSHA 7410: Managing Excavation Hazards	6	IRWA
Preparing For Your Sanitary Survey	6	IRWA
Total	120	
Elective Options (minimum 24 hours)		
Do-It-Yourself GIS	6	IRWA
Water Loss Control and I & I	6	IRWA
Arc Flash and Electrical Safety	6	IRWA
Pumping Poo and Water Too	6	IRWA
Pumping and Positive Displacement	6	IRWA
Proper Sampling Technique	6	IRWA
Math Basics	6	Suncoast
Math Review	12	Suncoast
Hazard Communications	6	Suncoast
Water Utility Calculations	12	Suncoast
Emergency Line Flushing	6	IRWA



Water System Operations Specialist



Sample		
Drinking Water Curriculum - 144 hours Classroom Training Per Year		
Year 2		
Required Courses (102 hours)		
Course Title	Hours	Source
Practical Personnel Management	6	Suncoast
Basic Environmental Chemistry	12	Suncoast
Chemical Feed Systems & Pump Calibrations	6	Suncoast
Corrosion Control Treatment Optimization	12	Suncoast
Sustainable Utility Management	6	IRWA
Disinfection By-Products	12	Suncoast
Drinking Water Filtration, A to Z	12	Suncoast
Customer Service Inspection and Cross-Connection Control	6	Suncoast
Certification Math Review	6	IRWA
Utility Management Certification	12	IRWA
Maintaining Water Quality in Distribution Systems	12	Suncoast
	102	
Elective Options (Minimum of 42 hours)		
Do-It-Yourself GIS	6	IRWA
Water Loss Control and I & I	6	IRWA
Arc Flash and Electrical Safety	6	IRWA
Pumping Poo and Water Too	6	IRWA
Pumping and Positive Displacement	6	IRWA
Proper Sampling Techniques	6	IRWA
Math Basics	6	Suncoast
Math Review	12	Suncoast
Hazard Communications	6	Suncoast
Water Utility Calculations	12	Suncoast
Chlorinator Systems and Chemical Handling	12	Suncoast
Drinking Water Distribution Certification Level I/II	6	IRWA
Drinking Water Treatment Certification Level I/II	6	IRWA



Wastewater System Operations Specialist



Appendix A-2

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Wastewater System Operations Specialist



Appendix A-2

WORK PROCESS SCHEDULE

OCCUPATION TITLE: **Wastewater System Operations Specialist**
O*NET-SOC CODE: **51-8031.00** RAPIDS CODE: **0507R**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is approximately two (2) years with an on-the-job learning (OJL) attainment of approximately 4,000 hours, supplemented by 288 hours of related technical instruction.

3. RATIO OF APPRENTICES TO MENTORS

The apprentice to mentor ratio is: one (1) apprentice to one (1) mentor on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages as outlined by each participating employer separately in Appendix E.

Table 1. Advancement Criteria to be used with Progressive Wage Schedule	
Period of Apprenticeship	Advancement Requirements
Period 1	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 2	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 3	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Period 4	1,000 hours of on-the-job learning + satisfactory completion of the identified curriculum + satisfactory evaluation
Completion	Completion of all the above identified requirements and application to the state licensing bureau for qualifying level of licensure.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)



Wastewater System Operations Specialist



WORK PROCESS SCHEDULE

OCCUPATION TITLE: Wastewater System Operation Specialist
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

Apprentices shall receive on-the-job learning (OJL) and experience as is necessary to become a qualified Wastewater System Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of OJL objectives, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Work Place Safety <ol style="list-style-type: none"> 1. Become familiar with tools, pipe, and other materials used out on the job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Become familiar with confined spaces and traffic control zones 6. Perform all work in conformance with OSHA regulations 	240
B. Vehicles and Heavy Equipment <ol style="list-style-type: none"> 1. Ensure vehicles and equipment are adequately stocked and serviced 2. Become familiar working with excavation and other heavy equipment 	400
C. System Operations and Maintenance <ol style="list-style-type: none"> 1. Develop a working knowledge of the operation, methods, and procedures of a wastewater treatment and collection system 2. Perform installation and inspection of new sewer lines and services 3. Demonstrate ability to read and interpret maps and drawings of the wastewater system 4. Assist with the installation, maintenance, and repair of the wastewater treatment plant, collection system, pump stations, and lift stations 5. Develop a working knowledge of preventive maintenance, troubleshooting, and repair of mechanical equipment 	1920
D. Quality Control <ol style="list-style-type: none"> 1. Learn to perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations 2. Identify normal versus out-of-range values 3. Maintain open communication and report results to supervisors 4. Learn emergency response procedures 	960
E. Logistics, Reports and Supervision <ol style="list-style-type: none"> 1. Complete work order forms 2. Order equipment and supplies as needed 3. Document routine maintenance 4. Visit other facilities to learn about new technology 	480
TOTAL HOURS	4000



Wastewater System Operations Specialist



RELATED INSTRUCTION

OCCUPATION TITLE: Wastewater System Operations Specialist

O*NET-SOC CODE: 51-8031.00

RAPIDS CODE: 0507R

A minimum of 288 hours of related instruction are required for each apprentice. Elective courses not listed below must be approved by the Apprenticeship Training Committee for credit. Any applicable courses approved through the Idaho Bureau of Occupational Licensing for wastewater continuing education units are deemed valid. Courses offered will vary from year to year. An annual schedule of Required and Elective Courses available may be obtained from the Apprenticeship Coordinator.

Sample		
Wastewater Curriculum - 144 hours Classroom Training Per Year		
Year 1		
Required Courses (108 hours)		
Course Title	Hours	Source
Apprenticeship Program Orientation	6	IRWA
OSHA 10 Confined Space Entry	12	IRWA
Pump and Motor Maintenance	12	Suncoast
Basic Wastewater	12	Suncoast
Wastewater Collection	12	Suncoast
Wastewater Treatment	12	Suncoast
Basic Board and Council Training	6	Suncoast
Activated Sludge	12	IRWA
Fundamentals of Very Small Wastewater Systems	12	IRWA
OSHA 7410: Managing Excavation Hazards	6	IRWA
Lagoon Management	6	IRWA
Total	108	
Elective Options (minimum 36 hours)		
Do-It-Yourself GIS	6	IRWA
Water Loss Control and I & I	6	IRWA
Arc Flash and Electrical Safety	6	IRWA
Pumping Poo and Water Too	6	IRWA
Pumping and Positive Displacement	6	IRWA
Math Basics	6	Suncoast
Math Review	12	Suncoast
Hazard Communications	6	Suncoast
Water Utility Calculations	12	Suncoast
Wastewater Operations and Safety	6	IRWA
Wastewater Treatment Techniques	6	IRWA



Wastewater System Operations Specialist



Sample		
Wastewater Curriculum - 144 hours Classroom Training Per Year		
Year 2		
Required Courses (96 hours)		
Course Title	Hours	Source
Dissolved Air Flotation	12	Suncoast
Basic Environmental Chemistry	12	Suncoast
Chemical Feed Systems & Pump Calibrations	6	Suncoast
Corrosion Control Treatment Optimization	12	Suncoast
Sustainable Utility Management	6	IRWA
Practical Personnel Management	6	Suncoast
Primary Sludge Fermentation	12	Suncoast
Membrane Treatment of Wastewater	12	Suncoast
Certification Math Review	6	IRWA
Utility Management Certification	12	IRWA
Total	96	
Elective Options (Minimum of 48 hours)		
Do-It-Yourself GIS	6	IRWA
Water Loss Control and I & I	6	IRWA
Arc Flash and Electrical Safety	6	IRWA
Pumping Poo and Water Too	6	IRWA
Pumping and Positive Displacement	6	IRWA
Math Basics	6	Suncoast
Math Review	12	Suncoast
Hazard Communications	6	Suncoast
Water Utility Calculations	12	Suncoast



Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

AND

**U.S. DEPARTMENT OF LABOR, OFFICE OF
APPRENTICESHIP
APPLICATION FOR CERTIFICATION OF
COMPLETION OF APPRENTICESHIP**

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APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

<p>1. Name (Last, First, Middle) and Address *Social Security Number - - - (No., Street, City, State, Zip Code, Telephone Number)</p>	<p>Answer Both A and B (Voluntary) (Definitions on reverse)</p> <p>4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training</p>
<p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female</p>	
<p>7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee</p> <p>7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship</p>		
<p>8. Signature of Apprentice Date</p>	<p>9. Signature of Parent/Guardian (if minor) Date</p>	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

<p>1. Sponsor Program No. 2018-ID-70967 Sponsor Name and Address (No. Street, City, County, State, Zip Code) Idaho Rural Water Association 6065 W Corporal Lane Boise, Ada County, ID 83704 Office Phone: (208) 343-7001 Office Fax: (208) 343-1866 Firm Web Page: www.idahoruralwater.com</p>	<p>2a Occupation (The work processes listed in the standards are part of this agreement). Wastewater Treatment Plant Operator; Water Systems Operation Specialist</p>	<p>2b Occupation Code: 0507 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>3. Occupation Training Approach (Mark one) 3a. <input checked="" type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid</p>	<p>4. Term (Hrs., Mos., Yrs.) 4,000 Hrs.</p>
	<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs., Mos., Yrs.) 1,000 Hrs.</p>
	<p>7. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p>

<p>9a. Related Instruction (Number of Hours Per Year) 144</p>	<p>9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid</p>	<p>9c. Related Training Instruction Source Idaho Rural Water Association; NRW Water University</p>
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10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term <input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	1000	1000	1000	1000	N/A	N/A	N/A	N/A	N/A	N/A
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	55%	65%	80%	95%	N/A	N/A	N/A	N/A	N/A	N/A

<p>11. Signature of Sponsor's Representative(s) Date Signed</p> <p>12. Signature of Sponsor's Representative(s) Date Signed</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) KELSIE COLE, APPRENTICESHIP COORDINATOR IDAHO RURAL WATER ASSOCIATION 6065 W CORPORAL LANE BOISE, ID 83704 CONTACT PHONE: (208) 343-7001 CONTACT FAX: (208) 343-1866 CONTACT EMAIL: APPRENTICESHIP@IDAHORURALWATER.COM</p>
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PART C: TO BE COMPLETED BY REGISTRATION AGENCY

<p>1. Registration Agency and Address</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
<p>4. Apprentice Identification Number (Definition on reverse):</p>		

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)



**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

*(If Required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)*

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice: (Print/type name as indicated on the ETA 671 or in RAPIDS)
Apprentice Registration Number:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:
Name: _____ Address: _____

Request for Certificate

On behalf of the above named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the Certificate of Completion of Apprenticeship
Sponsor's Signature: _____ Date: _____
Title: _____

Office of Apprentice use only:

Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____



U.S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

*(If Required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)*

Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Register Apprenticeship Partner Information System (RAPIDS) or in writing using with the use of this form from the sponsor to the appropriate field office.

General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the U.S. Department of Labor seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.



NATIONAL
RURAL WATER
ASSOCIATION

America's Largest Utility Membership

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

IDAHO RURAL WATER ASSOCIATION

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY:

Robert Smyke

REGISTRATION AGENCY

DATE APPROVED:

3/26/2019

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SECTION I - INTRODUCTION

The sponsor enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(c)

The sponsor commits to the following equal opportunity pledge:

The sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

SECTION III - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

- (1) The size of the working age minority and female (minority and nonminority) population in the program sponsor's labor market area;
- (2) The size of the minority and female (minority and nonminority) labor force in the program sponsor's labor market area;
- (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;
- (4) The percentage of minority and female (minority and nonminority) participation as mentors employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and
- (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.



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Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. For further instructions, see the attached affirmative action plan workforce analysis worksheet. The sponsor will make good-faith efforts to meet its goals.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4.

- A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
 - Registration Agency
 - Women's centers
 - Local schools
 - Employment service offices
 - Other outreach programs and community organizations, including those that can effectively reach minorities and women
 - Newspapers (as funding permits), including those that are circulated in minority communities and among women
 - Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

- B. The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

- C. The sponsor will encourage mentors to assist in the implementation of its AAP.

- D. The sponsor will grant advanced standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.

- E. The sponsor will take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex. (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and women apprentices and mentors as recruiters; career counseling; periodic auditing of AAPs and activities; and development



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of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

- A. The Idaho Rural Water Association (IRWA) will identify a dissemination list to include the Registration Agency, women’s centers, local schools, employment service offices, and other community organizations, including those that serve minorities and women. As funding permits, IRWA will identify and advertise in at least one newspaper, at least once, every two years, and we will post the opportunities with our apprenticeship program on social media.
- B. Equal opportunity policy will be shared verbally and in writing with all IRWA staff members.
- C. All affirmative action material will be shared and reviewed with mentors and apprentices during the Orientation class, which is taught by IRWA staff.
- D. IRWA, in conjunction with the Apprenticeship Training Committee, has established criteria to grant credit for previous experience (both on-the-job experience and related instruction). This criteria will be followed for each apprentice applying for credit for previous experience equally.
- E. The Equal Opportunity pledge will be included on all marketing and informational materials as well as apprentice applications.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.



SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

The Idaho Rural Water Association hereby officially adopts this Affirmative Action Plan on this 29th day of January, 2020.

Shelley Roberts
Signature of Sponsor

01/29/2020
Date

CEO
Title

[Handwritten Signature]
Signature of NRWA

1/28/2020
Date

Deputy CEO
Title



AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	2018-ID-70967		
Name of Sponsor:	Idaho Rural Water Association		
Address:	6065 W Corporal Ln		
City/State/Zip Code:	Boise, ID 83704		
Contact Person:	Kelsie Cole		
Phone Number:	(208) 343-7001	Fax Number:	(208) 343-1866
E-Mail Address:	kcole@idahoruralwater.com		

B. OCCUPATIONAL INFORMATION

Occupation Title:	Water/Wastewater System Operations Specialist		
RAPIDS Code:0507/0507R	O*NET-SOC Code: 51-8031.00		
Type of Selection Method Used:	<input checked="" type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input checked="" type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County		

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:		% of apprentices
Number of minorities:		% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:		
Number of minorities:		

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:		% of work force
Number of minorities:		% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:		%
Percentage of minority apprentices or minorities in applicant pool:		%



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E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***		
E.2. EEOC Occupational Employment Data****		

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting _____ % minorities and/or _____ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be _____.

H. REGISTRATION AGENCY APPROVAL

Sponsor

Shelley Roberts
Sponsor's Signature

Shelley Roberts
Typed Name

CEO
Title

01/29/2020
Date Signed

Registration Agency

Robert Snyder
Registration Agency Signature

ROBERT SNYDER
Typed Name

STATE DIRECTOR
Title

01/29/2020
Date Signed

Resources for obtaining labor market information:

* <http://bls.gov/>

** Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

*** RAPIDS data available from Registration Agency.

**** <http://www.census.gov/eo2000/index.html>



Instructions for Completing This Worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4 in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.



Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

Idaho Rural Water Association

DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY:

Robert Snyder
State Director

DATE APPROVED:

3/26/2018

The certification of this selection procedure is not a determination that, when implemented, meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



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SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 year of age. Proof of age is required.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Drug Screening

Apprentices will be required to take and pass a drug screening upon acceptance into the program and prior to employment.

E. Background Check

Pursuant to federal guidance all employees of public water systems must pass a background check. Applicants will be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment.

F. Driver's License

Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates upon acceptance into the program and prior to employment.

SECTION II - APPLICATION PROCEDURES

1. Application process at the Idaho Rural Water Association (IRWA) office:
2. Applications will be accepted throughout the year through the website: <https://apprenticeship.nrwa.org/>. All persons requesting an application will have one made available after completing the online voluntary EEO Information Form. Arrangements can be made through the IRWA office for those unable to utilize the online application process.



- a. All applications will be identical in form and requirements. All electronic application related forms are dated and numbered to ensure adequate records can be maintained in accordance with 29 CFR 30.
- b. Before completing the application, each applicant will be given an opportunity to review the program sponsor's Standards of Apprenticeship and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the program sponsor.
- c. Receipt of the properly completed application form, along with required supporting documents (proof of age or driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED equivalency or other high school equivalency credential or other acceptable documentation) will constitute the completed application.
- d. Applicants deficient in one or more qualifications or requirements or applicants making false statements on their application will be notified in writing of their disqualification. No other processing of the application will be taken.
- e. Applicants providing completed applications (meeting all minimum requirements) will be notified of the date, time, and method of the interview, which can be performed virtually.

SECTION III - SELECTION PROCEDURES

- A. The interviewer(s) will rate each applicant during the interview, taking into account the information on the application and required documents and the answers to the interview questions. The interviewer(s) will record the questions asked and the general nature of the applicant's answers. The interviewer(s) will then prepare a written summary of his/her judgement of the applicant derived from the interview.
- B. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be used to determine the applicant's final rating. (Note: if more than one interviewer is used, the scores will be totaled and averaged to determine the final rating).
- C. IRWA will keep three (3) separate "Ranking List/Pool of Eligible Lists" with the State of Idaho divided into three (3) geographical areas. The applicants will be placed on one (1) or more of the three (3) lists according to their final rating and geographical location or willingness to relocate to another regional area. The applicant having the highest score will be placed at the top of the list, and all applicants then listed in descending order based on their final score.
- D. As openings for the registration of new apprentices occur: the following options can be used:
 - a. The program sponsor will contact the participating employers and give them the list of all applicants on the ranking list in their geographical location. In order of rank, applicants will be furnished a list of all the employers who have acceptance agreements with the IRWA along with a letter of introduction indicating they have



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met the minimum qualifications for entry into the IRWA program and employer intent-to-hire letter.

- b. Eligible applicants provided with a signed letter of eligibility will be given 120 calendar days to secure employment with one of the participating employers.
 - i. If at the end of 120 calendar days the IRWA has not been notified of employment with a participating employer, one attempt will be made to contact the applicant by telephone and/or email to verify continued interest. If applicant cannot be reached by telephone or email, one certified letter will be sent to the applicant notifying him/her that the 120-day allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship, they must contact the IRWA office. If the applicant does not respond within 30 calendar days, he/she will be removed from the list of eligible applicants. They may reapply at any future date.
- c. Alternatively, any employer with a current employer acceptance agreement may request to view the list of eligible candidates. If, after reviewing the list, a potential employer decides to interview a qualified applicant, the potential employer is given:
 - i. A copy of the application, interview, and evaluation summary.
 - ii. A list of steps for the potential employer to follow whether the employer decides to hire the applicant or not.
 - iii. A follow-up sheet, which will be returned to the IRWA whether or not the potential employer intends to hire and register the applicant, and, if not, will include the reasons for denial.
- E. The potential employer will contact, set up, and conduct the employment interview according to the employer's company policy, selecting from the top three candidates from any regional list.
- F. After the applicant has been interviewed for employment, the potential employer will return the interview follow-up sheet to the IRWA office. If the potential employer has decided to hire the applicant, the employer will forward an intent-to-hire letter indicating the intended starting date of employment to the IRWA. IRWA will then remove the applicant's file from the pool of eligible applicants, complete the apprenticeship agreement with the applicant, and notify the apprentice when related training begins. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review.
- G. Complete records shall be maintained in accordance with Title 29. Parts CFR 29.5(b)(22) and 30.12.



SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these Standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

- A. An employee of an employer with a newly signed employer acceptance agreement not qualifying as a mentor when the employer becomes signatory will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

- B. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, *Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources*, in any occupational area covered in these Standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she has fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

SECTION V - MAINTENANCE OF RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.



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The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.

If applicants are interviewed during the selection process, adequate records must include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.



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SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Idaho Rural Water Association hereby officially adopts these selection procedures on this 29th day of January, 2020.

Shelley Roberts
Signature of Sponsor

01/29/2020
Date

CEO
Title

[Handwritten Signature]
Signature of NRWA Deputy CEO

1/29/2020
Date

Apprentice Employment Forms

Idaho Rural Water Association

Eligibility Letter

Dear Employer:

This "Letter of Eligibility" will introduce _____ who has made application for the (Sponsor's Name) Apprenticeship program and has met the minimum qualifications to enter into the program.

If you would like to consider this applicant for employment, please have a company representative complete the information below.

Company name _____,

Signature _____ Date _____

Return this form to:

Idaho Rural Water Association
6065 W Corporal Ln
Boise, ID 83704
apprenticeship@idahoruralwater.com

All of our apprentices will be registered with the U.S. Department of Labor, Office of Apprenticeship.

Please Note: upon receipt of a signed copy of this letter, the Idaho Rural Water Association will furnish to the requesting participating employer a copy of the application, a summary of the IRWA interview with the applicant, IRWA's evaluation of the applicant, a follow-up employment interview form, and a blank intent-to-hire form. The participating employer may set up and conduct an interview according to the employer's company policy.

Sincerely,

Kelsie Cole
Apprenticeship Coordinator,

Idaho Rural Water Association

Idaho Rural Water Association

INTENT-TO-HIRE LETTER

I (We) herewith submit this Statement of Intent-to-Hire for the applicant named below and request that this applicant be referred to us for employment. Our work situation is such that we intend and expect to be able to employ this person on a continuous basis for the duration of their apprenticeship, contingent on satisfactory performance and unless circumstances of the trade beyond our control make it necessary to suspend our training and employment of this applicant.

NAME OF APPLICANT: _____

NAME OF EMPLOYER: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____ **FAX NO.:** _____

REQUESTED START DATE: _____

Starting Hourly wage: _____

SIGNATURE AND TITLE OF AUTHORIZED EMPLOYER REPRESENTATIVE

DATE

Employer will sign and return this form within two (2) working days of employment of this applicant to the:

Idaho Rural Water Association

If you have any questions, please contact this office.

Idaho Rural Water Association

APPRENTICESHIP APPLICANT INTERVIEW FOLLOW-UP FORM

Please complete and return within 2 days of the interview date. Fax, email, or mail form to:

Idaho Rural Water Association
6065 W Corporal Ln
Boise, ID 83704
Fax: (208) 343-1866
apprenticeship@idahoruralwater.com

Applicant's Name: _____

Date of Interview: _____

Company Name: _____

Interviewer: _____

The above named applicant was interviewed in accordance with our company policy and it is our intent to:

	hire and register the above named applicant in the apprentice program
	hire, but not register the above named applicant for apprenticeship
	not hire the above named applicant at this time because: (Select one from the list below.)
	no employment openings at this time
	found other employment
	did not show up for the interview
	did not want to work for our company
	other, please explain:

Signature of company representative

Date

Print name of company representative



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Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

IDAHO RURAL WATER ASSOCIATION

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

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PARTICIPATING EMPLOYER ACCEPTANCE AGREEMENT

SPONSORING EMPLOYER								
1. Employer Name								
2. Street Address								
3. City			4. State		5. Zip Code			
6. Name of CEO/Pres./Owner		7. Title						
8. Apprenticeship Contact Name		9. Title		10. Phone #		11. Email		
12. Employer ID# (EIN)		13. Total # Employees		# of Skilled Operators: # of Female Operators: # of Minority Operators:			14. Min. Age	
APPRENTICE WAGE SCHEDULE								
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Term Hrs/Months	1000	1000	1000	1000	NA	NA	NA	NA
Percent/\$ Amount	55%	65%	80%	95%	NA	NA	NA	NA
Completion Hourly Wage Rate Apprentice Wage will be based on:								

I have been furnished a copy of the Idaho Rural Water Association (IRWA) Registered Apprenticeship Standards, approved by the U.S. Department of Labor. I have read and understand them and hereby request certification to train apprentices in the occupation classification identified under the provisions of these Standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the IRWA or U.S. Department of Labor, Office of Apprenticeship.

The first year of program registration shall be on a provisional basis, after which program approval may either be made permanent, continued as provisional, or rescinded following a program performance review by the Registration Agency.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years of age or older. The IRWA and sponsoring employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required



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under 29 CFR § 30.

I hereby agree to carry out the intent and purpose of the Idaho Rural Water Association Registered Apprenticeship Standards and to abide by the rules and decisions of the Apprenticeship Training Committee established under the Standards.

Title

Signature

Date

Printed Name

Approved by the Idaho Rural Water Association Apprenticeship Training Committee:

Title

Signature

Date

Printed Name