



APPRENTICESHIP STANDARDS

DEVELOPED BY

FOR THE OCCUPATION OF

Maintenance Electrician

O*NET: 47-2111 RAPIDS CODE: 0643

APPROVED AND CERTIFIED BY THE
The Rhode Island Department of Labor & Training
APPRENTICESHIP OFFICE

Sherri Scalzo, SUPERVISOR OF APPRENTICESHIP

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



Apprenticeship

REGISTRATION DATE:
DATE OF MOST RECENT UPDATE:
RAPIDS REGISTRATION NUMBER:

The legal requirements for registered apprenticeship are contained in 29 USC 50 and 29 CFR § 29 and 30 and Rhode Island General Laws Chapter 28 Section 45. RI DLT requires that standards be typed.

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These appendices applicable to some, but not all programs. Please check which ones are included

Affirmative Action Plan *(Only required for sponsors with five or more apprentices. New sponsors have up to 2 years from registration to submit a first plan.)*

Employer Acceptance Agreement (for multi-employer programs)

SECTION I – PROGRAM ADMINISTRATION

Program Sponsor Primary Contact

Name, Title _____
Mailing address _____
Physical Address (if different) _____
City, State, Zip _____
Phone _____ Email _____

Designated Person to Receive, Process and Dispose of Complaints

Name, Title _____
Mailing address _____
City, State, Zip _____
Phone _____ Email _____

Designated Person to Oversee Equal Opportunity Efforts

Contact Person Name, Title _____
Mailing Address _____
City, State, Zip _____
Phone _____ Email _____

Responsibilities of the Sponsor

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

The Program Sponsors, at their discretion, has elected not to establish an Apprenticeship and Training Committee (ATC) and agrees to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship.

- A. Select apprentices (or cooperate in selection) as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Register the local apprenticeship standards with the Rhode Island Department of Labor & Training Apprenticeship Office (the Registration Agency).
- D. Hear and resolve all complaints of violations of apprenticeship agreements.
- E. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- F. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- G. Maintain a workplace free of harassment, intimidation, and retaliation.
- H. Certify to the DLT Apprenticeship Office when apprentices have successfully completed their apprenticeship program.
- I. Notify, within 45 days, the DLT Apprenticeship Office of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of

causes. Apprentices subject to licensing law and prevailing wage law must be registered prior to being on the job.

- J. Supervise all the provisions of the local 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 journeyworkers.
- K. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. This includes informing apprentices if any program costs, such as enrolling in RTI, will be their financial responsibility. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- L. 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 and 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 training to become a journeyworker, 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.

SECTION II - EQUAL OPPORTUNITY PLEDGE

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

The sponsor will include the equal opportunity pledge in job posting, employee handbook, and other appropriate materials designed to be seen by apprentices. The pledge should be communicated during orientation and periodic information sessions to inform and remind people connected with the apprenticeship program of the sponsor's commitment to equal opportunity.

SECTION III - AFFIRMATIVE ACTION PLAN– 29 CFR 29.5(b)(21) and 30; RIGL 28-45-14.

The purpose of an affirmative action plan is to ensure equal opportunity and prevent discrimination in apprenticeship programs. Equal employment opportunity is required of every Registered Apprenticeship program and the requirements apply to the recruitment, selection, employment, and training of apprentices. The apprenticeship sponsor will take affirmative steps to encourage and promote equal opportunity in order to create a work environment free from discrimination, and to address any barriers to equal opportunity in apprenticeship.

Affirmative action is not mere passive nondiscrimination. It includes procedures, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential apprentices from under-represented populations, including the establishment of goals and timetables. It is action which will equalize opportunity in apprenticeship so as to allow full utilization of the work potential of under-represented populations which include minorities and women. The overall result to be sought is equal opportunity in apprenticeship for all individuals participating in, or seeking entrance to, the Nation's labor force.

The development of an affirmative action plan (Appendix C) is encouraged for all sponsors and required for sponsors with 5 or more registered apprentices. New sponsors with 5 or more apprentices have a grace period of two (2) years after registration to submit their affirmative action plan. Existing sponsors must submit affirmative action plans in accordance with 29 CFR 30.4 within two (2) years of January 18, 2017.

In addition, the following requirements apply to all sponsors, regardless of size.

- **Assignment of Responsibility.** The sponsor has designated a person with appropriate authority to be responsible for overseeing its commitment to equal opportunity in registered apprenticeship.
- **Non-Discrimination.** All sponsors shall recruit, select, employ, and train apprentices, without discrimination because of race, color, religion, national origin, age, disability, sex, gender identity, sexual orientation, or genetic information; and
- **Uniform Treatment.** All sponsors shall uniformly apply rules and regulations concerning apprentices, including, but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among all work processes of the trade, imposition of penalties or other disciplinary action, and all other aspects of the apprenticeship program administration by the program sponsor; and
- **Universal Outreach.** The sponsor will implement measures to ensure that outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the sponsor's relevant recruitment area without regard to race, sex, ethnicity, or disability. In furtherance of this requirement, the sponsor must either
 - Develop and update annually a list of recruitment sources (with contact information) that will generate referrals from all demographic groups within the recruitment area; or
 - Work with the Rhode Island DLT Business Workforce Center to recruit candidates (1-888-616-5627 | DLT.esu@dlt.ri.gov | <http://www.dlt.ri.gov/bwc/>).

Whether you use maintain your own recruitment contact list or use the Business Workforce Center, you must provide advance notice, preferably 30 days, of apprenticeship openings so that the recruitment sources can notify and refer candidates. Such notification must include documentation of the sponsor's equal opportunity pledge.

Programs Free of Harassment, Intimidation, and Retaliation. All sponsors must ensure that all individuals connected with the operation of the sponsor's apprenticeship program receive anti-harassment training. This includes all apprentices and journeyworkers who regularly work with the apprentices. The training sessions must involve active

participation by trainees and must include communications to apprentices and journeymen that harassing conduct will not be tolerated, the definition of harassment, the types of conduct that constitute harassment, and the right to file a harassment complaint.

SECTION IV - QUALIFICATIONS AND SELECTION PROCEDURES— 29 CFR 29.5(b)(10); RIGL 28-45-9

Applicants will meet the minimum qualifications specified in Appendix A. Apprenticeship law requires apprentices to be age 16 or older. The other requirements may be established by the sponsor. 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:

These Standards of Apprenticeship must document selection procedures. Sponsors have the flexibility to design selection procedures following the guidelines in 41 CFR part 60-3. Example language is provided in Appendix A.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR 29.3(d), 29.3(e), and 29.5(b)(11); RIGL 28-45-9.

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) which 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 DLT Apprenticeship Office. Such 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 and the DLT Apprenticeship Office. 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 DLT Apprenticeship Office 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 (preferably via RAPIDS).

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR 29.5(b)(14); 29 CFR 29.5(b)(7); RIGL 28-45-9(2)(vii)

No apprentice shall work without proper or adequate supervision of the journeyworker. 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 journeyworker 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 workers (journeymen) 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 plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR 29.5(b)(2); RIGL 28-45-13 (4) and (5)

The term of the occupation will be time-based, hybrid, or competency-based with an On-the-Job Learning (OJL) attainment as stated in the On-the-Job Learning Outcomes Schedule (aka Work Process) supplemented by the required hours of related instruction as stated in the Related Instruction Outline (Appendix A).

The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR 29.5(b)(8); 29.5(b)(20); RIGL 28-45-9(2)(viii)

Every applicant selected for apprenticeship will serve a probationary period, which is defined in Appendix A. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter.

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 DLT Apprenticeship Office of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. The regular work day or work week for apprentices shall not be greater than those of the journeymen.

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); RIGL 28-45-9(2)(v)

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 or journeyworker 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 of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached On-the-Job Learning Outcomes 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); 30.4(c)(8); RIGL 28-45-9(2)(xii)

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. Credit may not be granted for OJT hours worked illegally in a licensed trade in violation of Rhode Island laws or regulations.

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 or affidavits 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 or Joint Services Transcript (JST). Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The DLT Apprenticeship Office 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.

SECTION XII - WORK EXPERIENCE – 29 CFR 29.5(b)(3); RIGL 28-45-9(2)(iii)

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 skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR 29.5(b)(4); RIGL 28-45-9(2)(iv)

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.

The Sponsor will indicate in Appendix A and also in each Apprenticeship Agreement whether apprentices will or will not be paid for hours spent attending related instruction classes. The cost of coursework may be paid by the Sponsor or the Apprentice. The Sponsor will inform all applicants to apprenticeship of any responsibility for instructional costs such as course fees, tuition, books, and/or supplies that are not covered by the Sponsor.

The sponsor will inform each apprentice of the availability of college credit, if applicable. Many colleges, including CCRI, will grant credit for apprenticeship through their Credit for Prior Learning process making the apprenticeship part of a path to a college degree.

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction 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); RIGL 28-45-9(2)(ix)

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), 30.8; RIGL 28-45-9(2)(xxiii)

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; and
- 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 § 30.8.

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 DLT Apprenticeship Office upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15); Circular 2015-02; RIGL 28-45-9(2)(xv)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the DLT Apprenticeship Office and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests should use the “Certify Apprentice Completion” form provided by the DLT Apprenticeship Office, accompanied by the appropriate documentation for both on-the-job learning and the related instruction.

Certificate of Training (Interim Credential)

A Certificate of Training may be requested from and issued by DLT Apprenticeship Office, only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The DLT Apprenticeship Office may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), 29.5(b)(19); RIGL 28-45-9(2)(xix)

The DLT Apprenticeship Office must be notified (preferably via RAPIDS) 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), 29.8(b)(8); RIGL 28-45-15

These standards will, upon adoption by the sponsor, be submitted to the DLT Apprenticeship Office 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 the DLT Apprenticeship Office within 45 days in writing of any decision to cancel the program.

The DLT Apprenticeship Office 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 DLT’s regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of 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 DLT Apprenticeship Office’s acknowledgment of the sponsor’s request. If the DLT Apprenticeship Office orders the 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); RIGL 28-45-9(2)(xix)

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 the DLT Apprenticeship Office 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 §29.7(k); 29.12; 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:

Violations of Apprenticeship Agreement or Standards 29 CFR § 29.7(k); RIGL 28-45-9(2)(xxii)

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. 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 the RIDLT Apprenticeship Office 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 dispose of complaints is listed on the first page of these Standards.

Request for Review by RIDLT Apprenticeship Office 29 CFR § 29.12

Except for matters concerning discrimination or other equal opportunity matters (see 29 CFR 30.14 below) any controversy or difference arising under an apprenticeship agreement which cannot be adjusted locally and which is not covered by a collective bargaining agreement, may be submitted by an apprentice, or the apprentice's authorized representative, to the RIDLT Apprenticeship Office for review. Matters covered by a collective bargaining agreement are not subject to such review.

The complaint must be in writing and signed by the complainant, or authorized representative, and must be submitted within 60 days of the final local decision. It must set forth the specific matter(s) complained of, together with relevant facts and circumstances. Copies of pertinent documents and correspondence must accompany the complaint.

The RIDLT Apprenticeship Office will render an opinion within 90 days after receipt of the complaint, based upon such investigation of the matters submitted as may be found necessary, and the record before it. During the 90-day period, the RIDLT Apprenticeship Office will make reasonable efforts to effect a satisfactory resolution between the parties involved. If so resolved, the parties will be notified that the case is closed. Where an opinion is rendered, copies will be sent to all interested parties.

Discrimination or other Equal Opportunity Matters 29 CFR § 30.14

Any individual who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability with regard to apprenticeship, or who believes he or she has been retaliated against as described in 29 CFR § 30.17, may, personally or through an authorized representative, file a written complaint with the RIDLT Apprenticeship Office. Generally, a complaint must be filed within 300 days of the alleged discrimination or specified failure to follow the equal opportunity standards. However, for good cause shown, the RIDLT Apprenticeship Office may extend the filing time.

Sponsors must provide the following written notice to all applicants for apprenticeship and all apprentices of their

right to file a discrimination complaint and the procedures for doing so. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the following specific wording:

Your Right to Equal Opportunity

It is against the law for a sponsor of an apprenticeship program to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with RIDLT Apprenticeship Office, ATTN: EO Officer; 1511 Pontiac Ave. Bldg. 70, PO Box 20247, Cranston, RI 02920. dlt.apprenticeship@dlt.ri.gov

Each complaint filed must be made in writing and include the following information:

- 1. Complainant's name, address and telephone number, or other means for contacting the complainant;*
- 2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);*
- 3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability);*
- 4. The complainant's signature or the signature of the complainant's authorized representative.*

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13); RIGL 28-45-9(2)(xiii)

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 journeyworker.

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 Apprenticeship Rhode Island, the RI DLT Apprenticeship Office, the U.S. Department of Labor's Office of Apprenticeship, community colleges, and technical 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 or Rhode Island 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.

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.

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

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.

CERTIFICATE OF TRAINING: see “Interim Credential.”

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

DLT: Rhode Island Department of Labor and Training.

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.

ELIGIBLE TRAINING PROVIDER LIST (ETPL): The Rhode Island list of training providers who qualify to receive WIOA funds to train adults, dislocated workers, and out of school youth.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice’s skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in the On-the-Job Learning Outcomes.

INTERIM CREDENTIAL: A credential that may be issued by the Registration Agency to those registered apprentices whom the sponsor has certified to the Registration Agency as having successfully met the requirements to receive an interim credential.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who meet the minimum qualifications for apprenticeship may do so via a direct entry provision.

JOINT SERVICES TRANSCRIPT (JST): A document describing military schooling and work history in civilian language. JST is an academically accepted document with college credit recommendation approved by the American Council on Education (ACE).

JOURNEYWORKER: 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 mentor, 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.

O*NET Occupation: The Occupational Information Network (O*NET) codes and titles are based on the Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for collecting statistical information on occupations. Use of the SOC classification ensures that O*NET information can be 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).

RAPIDS (REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM): A secure national web-based data management system for the collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs. The RI DLT Apprenticeship Office has elected to use the federal RAPIDS system.

REGISTRATION AGENCY: The Rhode Island Department of Labor and Training, Apprenticeship Office is the recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with RIGL 28-45, and conducting quality assurance assessments.

Sherri Scalzo, Supervisor of Apprenticeship, sherri.scalzo@dlt.ri.gov, (401) 462-8536

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 online courses of equivalent value, electronic media, or other forms of self-study.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

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 APPRENTICES: An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

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 the On-the-Job Learning Outcomes.

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.

YOUTHBUILD: A community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who meet the minimum qualifications for apprenticeship may do so via a direct entry provision described in your selection procedures.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Sponsor, _____ hereby adopts these Standards of
Apprenticeship on _____.

Signature of Sponsor (*designee*)

type name of signatory



Appendix A

TERM OF APPRENTICESHIP, ON THE JOB LEARNING OUTCOMES, & RELATED INSTRUCTION OUTLINE

Maintenance Electrician O*NET: 47-2111 RAPIDS CODE: 0643

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

1. **TERM OF APPRENTICESHIP.** The term of the occupation is Time Based, 6000 hours of On-the-Job Learning (OJL), supplemented by 432 hours of related instruction. To become a journeyworker, apprentices are required to pass the exam for an electrician’s class “M” license. Credit for prior learning (work hours or instruction) granted by the sponsor requires the approval of the Electrical Licensing Board to be applicable toward eligibility to test for the license. The probationary period shall be defined as 1000 hours on the job.

Apprentices will will not be paid for hours spent attending classes.

Classes will be offered during, not during regular work hours or a combination.

If the apprentice is responsible for paying for any portion of the related instruction, please indicate the amount or percent _____.

2. **MENTOR RATIO.** The ratio for manufacturing shop work is: 1 Apprentice to 1 Journeyworker.
3. **APPRENTICE WAGE SCHEDULE.** Apprentices shall be paid a progressively increasing schedule of wages based on percentages or dollar amounts progressing to the journeyworker wage rate: \$_____.

<i>Period</i>	<i>Wage \$ or %</i>		<i>OJL Hours</i>	<i>Other milestones for wage progression</i>
1st				
2nd				
3rd				
4th				
5th				
6th				
End Wage		100%		

4. APPRENTICE MINIMUM ENTRY QUALIFICATIONS

The Sponsor establishes the following minimum qualifications for entry:

Age. Please indicated any additional age requirements established for your program. *Please note that employers must complete a [Certificate of Age](#) for any minors age 16-17. Please specify any additional age requirement of the Apprenticeship program.*

16 years or older

Apprentices must be 18 years old to register as apprentices with the exception of secondary students 16 years of age or older that are concurrently enrolled in an electrical technology education program which leads to obtaining a high school diploma or equivalency certification.

18 years or older (optional)

Education. *Please specify any education requirements.*

Apprentices must have a high school diploma or equivalency certification or be enrolled in an education program which leads to obtaining a high school diploma or equivalency certification.

Apprentices must have a high school diploma or equivalency certification.

Apprentices must pass a math assessment to demonstrate readiness for the apprenticeship coursework.

Other education requirements (please be specific).

Physical. *Please specify any additional physical requirements, for example any physical agility test, fitness test, or other screen prior to being employed.*

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.

Other. *If the occupational license or your company human resources policy has other entry requirements or tests, please specify requirements here or attach a copy of the relevant policy.*

The Sponsor will use the APPLICATION and SELECTION PROCEDURES documented in these Standards of Apprenticeship.

Sponsors have the flexibility to design application and selection procedures following the guidelines in 41 CFR part 60-3. The procedures outlined below are provided as an example. Participating employers must attach their application and selection procedures if not following the procedures below.

1. Information about the program including the EO pledge and how to apply will be made available in accordance with the requirement for universal outreach.
2. Applications from external candidates will be accepted according to deadlines and requirements that are publically posted with the job announcement and/or on the application packet. Every person requesting an application will have one made available.
3. Before completing the application, each applicant will be provided information about the program included the specifics of the Apprenticeship Agreement.
4. All applications for this occupation will be identical in form and requirements. Progress by dates and final disposition of each application will be documented.
5. Receipt of the properly completed application along with required supporting documents will constitute receipt of a completed application.
6. Applications will be screened for the minimum qualifications and completeness. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
7. Complete applications meeting the minimum requirements will be ranked based on the factors in the posted job description.
8. The top ranking applicants will be invited to interview.
9. Participating employers will conduct apprentice applicant interviews using consistent job-related questions and maintain records of each interview summarizing responses and reason for acceptance or lack of acceptance.
10. Participating employers will rate and select applicants. Scoring records will be maintained.

Sponsor will follow above procedures Selection procedures are attached

ON THE JOB TRAINING OUTLINE

Maintenance Electrician

O*NET: 47-2111 RAPIDS CODE: 0643

Work Activity – On the Job Training	Hours	Supervisor Sign-off
A. Install lighting and receptacle branch circuits. Run conduct and pull wires. Replace heat trace cable.	300	
B. Replace and rewire electric motors.	300	
C. Replace lighting lamps and ballast	200	
D. Grounding and bonding of equipment	10	
E. Preventative Maintenance: check motor voltages and amperage, check contactor contact condition, clean or replace, monitor power distribution systems, check power supply voltages, check limit switch condition, monitor electric motor bearing vibration and temperature, record pulse generator wave forms.	1500	
F. Maintain heating and ventilation equipment; check operation of automatic valves, change filters.	400	
G. Calibrate control valves, pressure and vacuum transmitters, resistance temperature detectors (RTDs) and thermocouples.	500	
H. Troubleshooting: trace out problems in control and power circuits, diagnose plc trouble, read ladder logic with laptop of plc programmer, diagnose motor trouble, check, operation and parameters of controllers, and variable frequency drives.	2000	
I. Install and replace equipment in hazardous locations	20	
J. Site motor overload heaters, calculate feeder and branch circuit sizes	20	
K. Maintain and repair fire alarm system	50	
L. Bench testing and repair of electrical equipment	400	
M. Electric cranes preventative maintenance (PM), testing and repairs.	300	
TOTAL	6000	

RELATED INSTRUCTION OUTLINE

Maintenance Electrician

O*NET: 47-2111 RAPIDS CODE: 0643

Select an instruction provider below or attach information about your proposed instruction provider.

Chariho Adult Education; South County

CCRI (Community College of Rhode Island); Lincoln / Davies

Diman Regional Vocational Technical; Fall River, MA

Martin Electrical School; Norwood, MA*

New England Institute of Technology; Warwick

Newport County Apprentice Training Academy / Aquidneck Island Adult Learning Center

Penn Foster, Online.*

RICTA - ABC Rhode Island Construction Training Academy; Pawtucket

Roger Williams University Electrical Apprenticeship Training Center; Providence

Southeastern Technical Institute; South Easton, MA*

Tri-County Regional Vocational Technical; Franklin, MA*

Other (specify)

* If your apprentices are receiving instruction out-of-state, it is the Sponsor's responsibility to provide a review of any electrical code amendments adopted by the State of Rhode Island.

Check to allow the Concurrent High School Apprenticeship Option:

High school students who are enrolled in an electrical technology program may register in this program with their enrollment in high school electrical courses fulfilling the obligation to be enrolled in related instruction while they are a high school student. Upon graduation from high school the student will be assessed for placement into the proper level in the Apprenticeship Instruction sequence and will complete the remaining levels with the instruction provider indicated above.

Method of delivery: Courses are delivered through classroom instruction with a hands-on learning lab.

Instruction Content: The program follows the National Center for Construction Education and Research (NCCER) four-level Electrical curriculum. The apprentice shall receive theoretical related instruction for a minimum of 144 hours per year, for each year of their apprenticeship, in all aspects of the Electrical Trade listed below. This instruction, in combination with the apprentice's on-the-job training, is designed to prepare apprentices to pass the required state licensing exam.

FIRST YEAR

- Orientation to the Electrical Trade
- Electrical Safety
- Terminology used in the trade
- Electrical circuits
- Electrical theory
- Introduction to the National Electric Code
- Device boxes
- Hand bending
- Raceways and fittings
- Conductors and cables
- Basic electrical construction drawings
- Residential electrical services
- Electrical test equipment
- Conductor installations
- Cable tray
- Conductor terminations and splices
- Grounding and bonding
- Circuit breakers and fuses
- Control systems and fundamental concepts

THIRD YEAR

- Load calculations – branch and feeder circuits
- Conductor selection and calculations
- Practical applications of lighting
- Hazardous locations
- Overcurrent protections
- Distribution equipment
- Transformers
- Commercial electrical services
- Motor calculations
- Voice, data, and video
- Motor controls

SECOND YEAR

- Alternative current
- Motors: theory and application
- Electric lighting
- Conduit bending
- Pull and junction boxes

Source: NCCER. Course Planning Tools. 8th Edition. <http://www.nccer.org/electrical>



Apprenticeship Agreement

Rhode Island Department of Labor and Training



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. 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.

1 Name (Last, First, Middle) Address (No., Street, City, State, Zip Code) Email Telephone Number *Social Security Number	Answer Both A and B (Voluntary) 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino 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	5. Veteran Status <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> High School Equivalency (GED) <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post-Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee		
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"/> netWORKri Referral <input type="checkbox"/> School-to-Registered Apprenticeship		
8. Signature of Apprentice _____ Date _____	9. Signature of Parent/Guardian (if minor) _____ Date _____	

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

1. Sponsor Program No. Sponsor Name, Address, Email	2a Occupation <p style="text-align: center; font-size: 1.2em;">Electrician, Maintenance</p>	2b Occupation Code: 0643 2b.1. Interim Credentials <input type="checkbox"/> Yes <input type="checkbox"/> No																						
	3. Training Approach <p style="text-align: center;">Time-Based</p>	4. Term <p style="text-align: center;">6000 hours</p>																						
		5. Probationary Period <p style="text-align: center;">1000 hours</p>																						
6a. Credit for Previous Education (RTI Hours) Retain transcripts in the apprentice's file.	6b. Credit for Previous Experience OJL Hours	7. Term Remaining (Hrs., Mos., Yrs.)																						
8. Date Apprenticeship Begins																								
9a. Related Instruction: 432 hours	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source																						
10. Wages: 10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____																								
Check Box 10d. Term <input type="checkbox"/> Hrs..	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>Period</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> <tr> <td> </td> </tr> </table>		Period	1	2	3	4	5	6	7	8	9	10											
Period	1	2	3	4	5	6	7	8	9	10														
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>																								
11. Signature of Sponsor's Representative(s) _____ Date Signed _____	13. Name and Contact Information for Sponsor Designee to Receive Complaints																							
12. Signature of Sponsor's Representative(s) _____ Date Signed _____																								

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Rhode Island DLT, Apprenticeship Office 1511 Pontiac Ave. Bldg. 70, PO Box 20247, Cranston, RI 02920	2. Signature (Registration Agency) _____	3. Date Registered _____
4. Apprentice ID Number (assigned by RAPIDS) _____		



Equal Opportunity in Apprenticeship

Apprenticeship Sponsor's Equal Opportunity Pledge

will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy), gender identity or expression, sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

Your Right to Equal Opportunity

It is against the law for a sponsor of an apprenticeship program to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

The sponsor has designated the following person to oversee Equal Opportunity Efforts.

Contact Person Name, Title _____
Phone _____ Email _____

Right to File Complaint with the RI Department of Labor and Training

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with: ATTN: EO Officer; RIDLT Apprenticeship Office; 1151 Pontiac Ave. Bldg. 70 ; PO Box 20247; Cranston, RI 02920.

Each complaint filed must be made in writing and include the following information:

- 1. Complainant's name, address and telephone number, or other means for contacting the complainant;*
- 2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);*
- 3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability);*
- 4. The complainant's signature or the signature of the complainant's authorized representative.*