



# Registered Apprenticeship Standards

- National Program Standards
- National Guidelines for Apprenticeship Standards
- Local Apprenticeship Standards

## DEVELOPED FOR

## AUBURN UNIVERSITY FACILITIES MANAGEMENT

Approved by the  
Alabama Office of Apprenticeship  
Alabama Department of Commerce

Registered by: Tawanna Robison  
(Signature)

Certified by: Josh Laney  
(Signature)

Printed Name: Tawanna Robison

Printed Name: Josh Laney

Title: Project Manager

Title: Director

Registration Date: 05/08/2023

Revised standards Click or tap to enter a date.

Registration Number: 2023 AL 117052



## TABLE OF CONTENTS

<b>SECTION I - STANDARDS OF APPRENTICESHIP</b> .....	2
<b>SECTION II - APPENDICES AND ATTACHMENTS</b> .....	6
<b>SECTION III - VETERANS' EDUCATIONAL ASSISTANCE</b> .....	7
<b>SECTION IV - SIGNATURES</b> .....	8
<b>SECTION V - DISCLOSURE AGREEMENT</b> .....	8

### SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

#### A. Responsibilities of the sponsor:

**Auburn University Facilities Management** must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30 and all relevant guidance issued by the Registration Agency. The sponsor must fully comply with the requirements and responsibilities listed below.

Sponsors shall:

1. Ensure adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction.
2. Ensure there are qualified training personnel and adequate supervision on the job.
3. Register all apprenticeship standards with the Registration Agency, including local variations, if applicable. If the sponsor alters these standards or any appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency.
4. Notify the Registration Agency of program cancellation and deregistration.
5. Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and meeting the requirements of 29 CFR § 29.7. Submit apprenticeship agreements within 45 days of enrollment of apprentices. Form ETA 671 is available upon logging into RAPIDS.
6. Notify the Registration Agency within 45 days of all apprentice suspensions for any reason, reinstatements, extensions, transfers, completions, and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section J.
7. Arrange for periodic review and evaluation of apprentice's progress on the job and in related instruction; and maintain appropriate progress records.
8. Make available, upon request, a copy of these standards and any applicable written rules and polices to each apprentice.
9. Maintain records for a period of five years from the date of the making of the record or the personnel action involved, whichever occurs later.



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**B. Minimum Qualifications – 29 CFR §29.5(b)(10)**

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. The minimum qualifications are specified in the Appendix A for each occupation.

**C. Work Process Schedule and Related Instruction Outline – 29 CFR § 29.5(b)(2) – (4)**

Every apprentice is required to participate in on the job learning and related instruction in subjects related to the occupation. Apprentices will be paid for hours spent attending related instruction classes. The Work Process Schedule, Related Instruction Outline, apprenticeship training approach, and term are outlined in the Appendix A for each occupation.

**D. Credit for Previous Experience – 29 CFR § 29.5(b)(12)**

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, that may be appropriate to substantiate the claim. Auburn University Facilities Management will evaluate the request for credit and make a determination during the apprentice’s probationary period. The granting of advanced standing or credit for demonstrated competency, acquired experience, training, or skills will be applied consistently with commensurate wages for any progression step so granted.

Additional requirements for an apprentice to receive credit for previous experience:

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**E. Probationary Period – 29 CFR § 29.5 (b)(8) and (20)**

Every applicant selected for apprenticeship will serve a probationary period which cannot exceed 25 percent of the length of the program, or 1 year, whichever is shorter. Full credit will be given for the probationary period toward the completion of the apprenticeship. The probationary period is specified in the Appendix A for each occupation.

**F. Ratio of Apprentices to Journeyworkers – 29 CFR § 29.5 (b)(7)**

Every apprenticeship program is required to provide a numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment. The ratio is specified in the Appendix A for each occupation.

**G. Apprentice Wage Schedule – 29 CFR § 29.5 (b)(5)**

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The entry wage must not be less than the minimum wage prescribed by the Fair Labor Standards Act, unless a higher wage is required by other applicable Federal law, State law, or respective regulations. The progressive wage schedule is specified in the Appendix A for each occupation or, if applicable, the Appendix D for each Employer.



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## H. Equal Employment Opportunity and Affirmative Action

### 1. Equal Opportunity Pledge – 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

*Auburn University Facilities Management* 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.

*Auburn University Facilities Management* 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.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor’s state or locality):

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### 2. Affirmative Action Program – 29 CFR §§ 29.5(b)(21) and 30.4 – 30.9

*Auburn University Facilities Management* acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor’s registration or by two years from the date of registration of the program’s fifth (5<sup>th</sup>) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available by the Registration Agency.

### 3. Selection Procedures – 29 CFR § 29.5(b)(21) and 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures are specified in the Appendix A for each occupation.

## I. Complaint Procedures – 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice’s participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be



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submitted to the Registration Agency, provided in Section J. General complaints should be directed to the following contact:

Name: Christy Bumpers

Title: Employee Engagement & Employee Relations Manager

Address: 1161 W Samford Avenue Auburn, AL 36830

Telephone Number: 334-734-9120

Email Address: clk0022@auburn.edu

- 2. Complaints regarding discrimination.** 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, genetic information, or disability with regard to apprenticeship, may file a written complaint. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

Name: Alabama Office of Apprenticeship

Address: One Technology Court

Montgomery, AL 36116

Telephone Number: 334-280-4414

Email Address: info@alapprentice.org

**J. Registration Agency General Contact Information – 29 CFR § 29.5(b)(17)**

The Registration Agency is the Alabama Office of Apprenticeship. General inquiries, notifications, and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: Tawanna Robinson

Title: Project Manager

Address: One Technology Court

Montgomery, AL 36116

Telephone Number: 334-467-8820

Email Address: Tawanna.Robinson@commerce.alabama.gov

**K. Reciprocity of Apprenticeship Programs – 29 CFR § 29.13 (b)(7)**

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs, and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.



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Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

## SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple employers only)*



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### **SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed assures and acknowledges the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

1. The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
2. The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
3. The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2).



**SECTION IV – SIGNATURES**

**OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by Auburn Facilities Management, on 05/08/23.

*Loren Winn*

*Signature of Sponsor (designee)*

*[Handwritten Signature]*

*Signature of Sponsor (designee)*

Loren Winn  
*Printed Name*

Dan Whatley  
*Printed Name*

**SECTION V – DISCLOSURE AGREEMENT (Optional)**

I, Loren Winn, acting on behalf of Auburn Facilities Management authorize the Alabama Office of Apprenticeship to share the Work Process Schedule and Related Instruction Outline in the Appendix A with other potential apprenticeship sponsors.

*Loren Winn*

*Signature*

5/8/2023

*Date*

Loren Winn  
*Printed Name*