



Registered Apprenticeship Standards

DEVELOPED FOR

AUBURN UNIVERSITY FACILITIES MANAGEMENT

Registered by: Michael Bridier

Certified by: _____

Printed Name: Michael Bridier

Printed Name: Meredith Smith

Title: Project Manager

Title: Director

Registration Number: 2023-AL-117052

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SECTION I – STANDARDS OF APPRENTICESHIP V.8 29 CFR § 29.5

A. Sponsor Contact Information

Sponsor Name: Auburn University Facilities Management

Address: 1161 West Samford Ave, Auburn, AL 36830

EIN: 63-6000724

NAICS Code: 611310

Size of Workforce: 450

General inquiries and notifications may be submitted to the sponsor using the contact information below:

Program Contact Name: Hayley Caver

Title: Manager, Human Resources

Address: 1161 West Samford Ave, Auburn, AL 36830

Telephone Number: (334) 734-2551

Email Address: hcw0028@auburn.edu

B. 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 (Section G). The sponsor must fully comply with the requirements and responsibilities listed below.

Sponsors shall:

1. 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.
2. Deregistration of a program may be effected upon the voluntary action of the sponsor by submitting a request for cancellation of the registration, or upon reasonable cause, by the Registration Agency instituting formal deregistration proceedings.
3. Ensure that all apprentices are under written apprenticeship agreements incorporating,



directly or by reference, these standards and that meets 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.

4. Notify the Registration Agency within 45 days of all apprentice suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes. Transfers of an apprenticeship between programs and within programs must be based on agreement between the apprentice and the sponsors. Notification may be made in RAPIDS or using the contact information in Section G.
5. Make available, upon request, a copy of these standards and any applicable written rules and policies to each apprentice.
6. 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.

C. Work Process Schedule and Related Instruction Outline – 29 CFR §§ 29.5(b)(2) – (4), and 29.2

Every apprentice is required to participate in on the job learning and related instruction in subjects related to the occupation.

The sponsor 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. Arrange for periodic review and evaluation of apprentice's progress on the job and in related instruction; and maintain appropriate progress records.
3. Ensure there are qualified training personnel and adequate supervision on the job.

Journeyworker means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of 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.)

Every apprenticeship instructor must:

1. Meet the State Department of Education's requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation; and
2. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.

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 appropriate records 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.

E. Equal Employment Opportunity and Affirmative Action – 29 CFR § 29.5(b)(21)

1. EEO Contact Information – 29 CFR § 30.3(b)(1)

The sponsor will designate an individual with appropriate authority under the program to be responsible and accountable for overseeing its commitment to equal opportunity in registered apprenticeship, including the development and implementation of an affirmative action program as required by § 30.4. The individual must have the resources, support of, and access to the sponsor leadership to ensure effective implementation. The individual will be responsible for:

1. Monitoring all registered apprenticeship activity to ensure compliance with the nondiscrimination and affirmative action obligations required by this part;
2. Maintaining records required under this part; and
3. Generating and submitting reports as may be required by the Registration Agency.

The designated individual with the appropriate authority and resources to be responsible and accountable for overseeing and implementing equal opportunity is:

Name: Hayley Caver

Title: Manager, Human Resources

Address: 1161 West Samford Ave, Auburn, AL 36830

Telephone Number: (334) 734-2551

Email Address: hcw0028@auburn.edu

2. Equal Opportunity Pledge – 29 CFR § 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.

3. Dissemination of Equal Opportunity Policy – 29 CFR § 30.3(b)(2)

The sponsor must inform all applicants for apprenticeship, apprentices, and individuals connected with the administration or operation of the registered apprenticeship program of its commitment to equal opportunity and its affirmative action obligations. In addition, the sponsor must require that individuals connected with the



administration or operation of the apprenticeship program take the necessary action to aid the sponsor in meeting its nondiscrimination and affirmative action obligations. A sponsor is required to:

- i. Publish its equal opportunity pledge in apprenticeship opportunity announcements and appropriate publications, such as apprentice and employee handbooks, policy manuals, newsletters, or other documents disseminated by the sponsor or that otherwise describe the nature of the sponsorship;
- ii. Post its equal opportunity pledge on bulletin boards, including through electronic media, such that it is accessible to all apprentices and applicants for apprenticeship;
- iii. Conduct orientation and periodic information sessions for individuals connected with the administration or operation of the apprenticeship program, including all apprentices and journeyworkers who regularly work with apprentices, to inform and remind such individuals of the sponsor's equal employment opportunity policy with regard to apprenticeship, and to provide anti-harassment training required

4. Universal Outreach and Recruitment – 29 CFR § 30.3(b)(3)

The sponsor will implement measures to ensure that its 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:

1. Develop and update annually a list of current recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area.
2. Identify a contact person, mailing address, telephone number, and email address for each recruitment source; and
3. Provide recruitment sources advance notice, preferably 30 days, of apprenticeship openings so that the recruitment sources can notify and refer candidates. Such notification must also include documentation of the sponsor's equal opportunity pledge.

5. Anti-Harassment Training – 29 CFR § 30.3(b)(4)

The sponsor must develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation. To promote an environment in which all apprentices feel safe, welcomed, and treated fairly, the sponsor must ensure the following steps are taken:

1. Provide anti-harassment training to all individuals connected with the administration or operation of the apprenticeship program, including all apprentices and journeyworkers who regularly work with apprentices. This training must not be a mere transmittal of information, but must include participation by trainees, such as attending a training session in person or completing an interactive training online. The training content must include, at a minimum, communication of the following:



- i. That harassing conduct will not be tolerated;
 - ii. The definition of harassment and the types of conduct that constitute unlawful harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability; and
 - iii. The right to file a harassment complaint.
2. Make all facilities and apprenticeship activities available without regard to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability except that if the sponsor provides restrooms or changing facilities, the sponsor must provide separate or single-user restrooms and changing facilities to assure privacy between the sexes;
3. Establish and implement procedures for handling and resolving complaints about harassment and intimidation based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability, as well as complaints about retaliation for engaging in protected activity.

6. Affirmative Action Program – 29 CFR § 30.4

Auburn University Facilities Management acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR § 30.4 (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 (5th) 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.

F. 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. Complaints Regarding Discrimination

Sponsors must provide 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 exact language of the EEO Complaints Information Notice required by § 30.14(b):

Your Right to Equal Opportunity

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes 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 Meredith Smith with the Alabama Office of Apprenticeship located at 50 N Ripley St, Montgomery, Alabama 36130. You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below. The EEOC can be reached at 1-800-669-4000.

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

- i. Complainant's name, address and telephone number, or other means for contacting the complainant;
- ii. 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);
- iii. 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);
- iv. The complainant's signature or the signature of the complainant's authorized representative.

2. 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 submitted to the Registration Agency, provided in Section G within 60 days of the final local decision. General complaints should be directed to the following contact:

Name: Hayley Caver

Title: Manager, Human Resources

Address: 1161 West Samford Ave, Auburn, AL 36830

Telephone Number: (334) 734-2551

Email Address: hcw0028@auburn.edu

G. Registration Agency 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: Michael Bridier

Title: Project Manager

Address: 50 N Ripley St, Montgomery, Alabama 36130.

Telephone Number: 256-321-4794

Email Address: michael.bridier@workforce.alabama.gov

H. 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.

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

SECTION II – 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 III – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by Auburn University Facilities Management on 6/24/2026.

Loren Winn

Signature of Sponsor (designee)

Loren Winn

Printed Name

Signature of Sponsor (designee)

Dan Whatley

Printed Name

SECTION IV – DISCLOSURE AGREEMENT *(Optional)*

I authorize the Alabama Office of Apprenticeship to share general information relating to the apprenticeship program and the Appendix A with other potential apprenticeship sponsors.

Loren Winn

Signature

Jul 7, 2026

Date

Loren Winn

Printed Name

Signature: Michael Bridier

Michael Bridier (Jul 8, 2026 08:08:46 CDT)

Email: michael.bridier@workforce.alabama.gov

Signature:

Email: