

Registered Apprenticeship Standards

- National Program Standards
- Natl Guidelines for Appr Standards
- Statewide Apprenticeship Standards
- Local Apprenticeship Standards

GASTON COLLEGE-APPRENTICESHIP 321

Occupation(s)

Tool & Die Maker

O*NET Code: 51-4111.00

Status: **In Progress**

RAPIDS Code: 0114

Certified Nursing Assistant I

O*NET Code: 31-1131.00

Status: **In Progress**

RAPIDS Code: 0824CL

Shift Supervisor

O*NET Code: 41-1011.00

Status: **In Progress**

RAPIDS Code: 0578

Accounting Technician

O*NET Code: 43-3031.00

Status: **In Progress**

RAPIDS Code: 1125HY

Machine Set-Up Operator

O*NET Code: 51-4034.00

Status: **In Progress**

RAPIDS Code: 1094CB

Industrial Maintenance Mechanic

O*NET Code: **49-9041.00**

Status: **In Progress**

RAPIDS Code: **0308CB**

Chemical Operator III

O*NET Code: **51-9011.00**

Status: **In Progress**

RAPIDS Code: **0791**

Welding

O*NET Code: **51-4121.00**

Status: **In Progress**

RAPIDS Code: **0622CB**

Quality Control Technician

O*NET Code: **17-3026.00**

Status: **In Progress**

RAPIDS Code: **2031CB**

Shift Supervisor- Textiles

O*NET Code: **41-1011.00**

Status: **In Progress**

RAPIDS Code: **0578**

Mechatronics

O*NET Code: **49-2094.00**

Status: **In Progress**

RAPIDS Code: **2014**

Heating and Air Conditioning Installer Servicer

O*NET Code: **49-9021.00**

Status: **In Progress**

RAPIDS Code: **0637R2**

Paramedic Medicine Operation

O*NET Code: **29-2042.00**

Status: **In Progress**

RAPIDS Code: **0730**

Maintenance Electrician	Status: In Progress
O*NET Code: 47-2111.00	RAPIDS Code: 0643

Machine Operator I	Status: In Progress
O*NET Code: 51-4081.00	RAPIDS Code: 0511R

Food Service Manager	Status: In Progress
O*NET Code: 11-9051.00	RAPIDS Code: 0593CB

Certified Nursing Assistant - Advanced	Status: In Progress
O*NET Code: 31-1131.00	RAPIDS Code: 0824CB

Press Brake Operator (Fabricator)	Status: In Progress
O*NET Code: 51-9041.00	RAPIDS Code: 0779

Brazing Operator	Status: In Progress
O*NET Code: 51-4122.00	RAPIDS Code: 0945

Licensed Practical Nurse	Status: In Progress
O*NET Code: 29-2061.00	RAPIDS Code: 0837

IT Support Technician	Status: In Progress
O*NET Code: 15.1151.00	RAPIDS Code: 1059CB

Industrial Electrician

Status: **In Progress**

O*NET Code: **47-2111.00**

RAPIDS Code: **0643**

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
NC Community College System Office
ApprenticeshipNC

Registered By: Eric Tillmon
(For ApprenticeshipNC Use Only)

Certified By: Dale Yarborough
(For ApprenticeshipNC Use Only)

Signature: Eric Tillmon
(Sign here for Apprenticeship Standards)

Signature: Dale Yarborough
(Sign here for Apprenticeship Standards)

Title: Apprenticeship Consultant /Coordinator

Title: ApprenticeshipNC Supervisor

Date: 9-15-2022

Approval Date: 9/30/2022

Registration Number: **RA-001347**

Check here if these are revised standards

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Provisional Registration:** Pursuant to 29 CFR §§ 29.3(g) and (h) and NC General Statutes § Chapter 115D, all new programs registered after December 1, 2010, receive provisional registration approval for one (1) year. At the end of the first year, the Division will evaluate the program for compliance and the program may either receive full recognition, continue in provisional status through the first full training cycle, or be recommended for deregistration procedures if not in operation or not conforming to the regulations during the provisional approval period.
- B. Responsibilities of the sponsor:** *Gaston College-Apprenticeship 321* 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 North Carolina Community College System Office and the US Department of Labor (USDOL). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "**Requirements for Apprenticeship Sponsors Reference Guide.**"

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Apprenticeship agreements are available upon logging into NCRAN.
- Register all apprenticeship standards with the Registration Agency, ApprenticeshipNC including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.

- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify ApprenticeshipNC within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. 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, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- Adhere to Federal, State, and Local Law Requirements – The State Apprenticeship Agency's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.
- The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the ApprenticeshipNC under 29CFR § 29.8.

C. 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. Please include any additional qualification requirements as appropriate (optional):

- There is an educational requirement of : **High School Diploma;High School Equivalency**
- There is a physical requirement of _____
- The following aptitude test(s) will be administered _____
- A valid driver's license is required.
- Other _____

(List all other requirements)

D. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select approach.

E. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b) (3),(4) and NC General Statutes § Chapter 115D-11.11(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

F. 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, etc. that may be appropriate to substantiate the claim. *Gaston College-Apprenticeship 321* will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience [Optional]:

G. Probationary Period – (29 CFR § 29.5 (b)(8) and (20) NC General Statutes § Chapter 115D-11.11(7)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at Appendix A.

H. Ratio of Apprentices to Journey workers - 29 CFR § 29.5 (b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journey workers for adequate supervision. Insert ratio at Appendix A.

I. 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 journey worker wage rate. Insert the progressive wage schedule at Appendix A.

J. Equal Employment Opportunity and Affirmative Action

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

Gaston College-Apprenticeship 321 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.

Gaston College-Apprenticeship 321 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):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Gaston College-Apprenticeship 321 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 (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.

K. 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.** 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:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

- 2. Other 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 in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at (To be completed by ApprenticeshipNC):

Name: *Kathryn P. Castelloes*

Address: *5001 Mail Service Center*

Raleigh, NC 27699

Telephone Number: *919-807-6991*

Email Address: *castelloesk@nccommunitycolleges.edu*

L. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the NC Community College System Office/ApprenticeshipNC. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: (To be completed by

ApprenticeshipNC).

Name: Kathryn P. Castelloes

Address: 5001 Mail Service Center
Raleigh, NC 27699

Telephone Number: 919-807-6991

Email Address: castelloesk@nccommunitycolleges.edu

M. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a)(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 - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journey-workers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *Apprenticeship Agreement*
- 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)*

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 below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship 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) above 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) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by *Gaston College-Apprenticeship 321*, by the 23rd day of August, 2022.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)
(Requires Manual Signature)

Printed Name

Jill L. Hendrix

Signature of Sponsor (designee)
(Requires Manual Signature)

Jill L. Hendrix

Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

ApprenticeshipNC routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered.

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing ApprenticeshipNC to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, Appendix D (as applicable), but not completed versions of Agreements, or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that ApprenticeshipNC will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, Jill L Hendrix *(Sponsor Representative)*, acting on behalf of *Gaston College-Apprenticeship 321* request that ApprenticeshipNC not publicly disclose its application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if Apprenticeship receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support ApprenticeshipNC's withholding of the information, including in litigation, if necessary. I understand that my request that ApprenticeshipNC not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify ApprenticeshipNC otherwise.

Jill L Hendrix
Signature
(Requires Manual Signature)

8/29/22
Date

Jill L. Hendrix
Printed Name