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**STANDARDS OF APPRENTICESHIP DEVELOPED BY  
Pipefitters Local Union No. 533 Education Training Program Fund  
9876 Hickman Mills Drive, Kansas City, MO 64137**

**FOR THE OCCUPATIONS OF  
Pipefitters/Steamfitter  
Heating, Ventilation, Air Conditioning and Refrigeration Technician  
O\*NET-SOC CODE: 47-2152.01 RAPIDS CODE: 0414**

**PREPARED BY  
The Kansas City Pipefitters Joint Apprentice and Training Committee  
9876 Hickman Mills Drive, Kansas City MO 64137**

**APPROVED BY AND DEVELOPED IN COOPERATION WITH  
THE U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP, REGION V  
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## **DEFINITIONS**

**APPRENTICE**: An apprentice in the steamfitting-pipefitting industry is a person who is engaged in learning a trade by working with and assisting a qualified Journeyworker in all phases of the piping industry. This person must meet the qualifications outlined in Section 4 of these standards and sign an Apprenticeship Agreement with the Joint Apprentice and Training Committee. This agreement must be registered with the appropriate registration agency.

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

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

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

**COLLECTIVE BARGAINING AGREEMENT**: The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

**COORDINATOR/DIRECTOR**: Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

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

**EMPLOYER**: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**JOINT APPRENTICESHIP TRAINING COMMITTEE (COMMITTEE)**: Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

**JOURNEYWORKER**: 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

**PROGRAM SPONSOR**: Pipefitters Local Union No.533 Education Training Program Fund.

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):**

The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

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

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

**SUPERVISOR OF APPRENTICE(S):** The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

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

**UNION:** Pipefitters Local Union #533 of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada.

## **SECTION I**

### **PROGRAM ADMINISTRATION AND STRUCTURE OF THE LOCAL JOINT APPRENTICE AND TRAINING COMMITTEE**

The local Joint Apprentice and Training Committee (hereafter known as JATC) is composed of an equal number of representatives appointed by the Mechanical Contractors Association of Kansas City MO. and by the Pipefitters Local Union #533 of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada. The JATC will meet a minimum of 3 times per year and shall be responsible for the administration and operation of the local apprenticeship program including maintaining all records for five years after the apprentice has completed or separated from the program. The JATC will also be responsible for the administration and operation of a training program for journeymen. The term journeyworker or journeyman is meant to define a recognized level of competency and includes both males and females. Anyone (apprentice, pre-apprentice, MES, journeyworker, etc.) that is engaged in training at the JATC training center, shall be required to follow established Training Center rules.

## **SECTION II**

### **EQUAL OPPORTUNITY PLEDGE**

Pipefitters Local Union No. 533 Education Training Program Fund 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 or older. Pipefitters Local Union No. 533 Education Training Program Fund will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as request under Title 29 of the Code of Federal Regulations, part 30.

### **DISSEMINATION OF INFORMATION**

Information regarding apprenticeship openings and requirements will be publicly disseminated at least semi-annually.

Such information shall be given to the Employment & Training Administration, U.S. Department of Labor, local schools, local Job Service offices, community organizations, outreach organizations and newspapers which can effectively reach women and minorities.

The sponsor, when feasible, will participate in workshops conducted by schools, employment service agencies, community organizations and outreach organizations for the purpose of disseminating apprenticeship information and opportunities. In addition shall cooperate with local school boards and vocational education system to develop programs for preparing students to meet apprenticeship entry criteria.

The sponsor will set up an internal communication of the equal opportunity policy in such a manner as to foster understanding, acceptance and support among the various officers, supervisors, employees and members; and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under this part.

### **SECTION III**

**AFFIRMATIVE ACTION PLAN (SEE APPENDIX C)**

### **SECTION IV**

**QUALIFICATION OF APPLICANTS FOR APPRENTICESHIP (SEE APPENDIX D)**

### **SECTION V**

**SELECTION OF APPRENTICES (SEE APPENDIX D)**

### **SECTION VI**

#### **APPRENTICESHIP AGREEMENT**

- A. After an applicant for apprenticeship has been selected and before employment as an apprentice or enrollment in related instruction classes begins, the apprentice shall sign an Apprenticeship Agreement which shall be registered with the registration agency. Likewise, these standards shall be considered a part of the Apprenticeship Agreement as though expressly written therein.
- B. Each selected applicant shall be given an opportunity to study these standards, the local JATC policies, and the Apprenticeship Agreement before signing the agreement.
- C. Sufficient copies shall be made and supplied to the apprentice, the Local JATC; the registration agency; and the Veterans Administration

### **SECTION VII**

**RATIO OF APPRENTICES TO JOURNEYWORKERS (SEE APPENDIX A)**

### **SECTION VIII**

**TERM OF APPRENTICESHIP (SEE APPENDIX A)**

### **SECTION IX**

#### **PROBATIONARY PERIOD**

- A. Each applicant selected for apprenticeship shall serve a probationary period of one (1) year.
- B. The JATC shall set standards for performance for on-the-job training and related classroom instruction. The probationary apprentice, like all apprentices, shall conform to the training standards of the JATC.
- C. Any probationary apprentice who does not conform to the training standards shall have his or her apprenticeship agreement cancelled.
- D. The Training Coordinator shall review the records at the end of each probationary apprentice's probation period and make recommendations to the JATC for approval.
- E. Any probationary apprentice considered to be unsatisfactory by the Training Coordinator and after a review of the probationary records shall report to the JATC.
- F. Each probationary apprentice considered to be satisfactory, after a review of the records, shall be considered an apprentice and be initiated into the local union with credit for the probationary period. An apprenticeship agreement during the probationary period may be cancelled by the Sponsor or the apprentice without stated cause.

## **SECTION X**

### **HOURS OF WORK**

- A. Apprentices shall work the same hours as journeymen except that no apprentice shall be allowed to work if it interferes with attendance at apprenticeship classes.
- B. Apprentices who do not complete the required hours of on-the-job training during a given segment may have the term of that segment extended until the required number of hours are accrued.

## **SECTION XI**

### **APPRENTICE WAGE PROGRESSION**

Apprentices will be eligible for advancement on June 1st of each year, provided the following requirements have been met:

- A. The Apprentice has worked at least 1700 credited work hours of employment at the Apprentices current level.
- B. Satisfactory employment reports.
- C. Satisfactory attendance at school (see school rules).
- D. Satisfactory completion of the required related instructional training.
- E. Each of the above requirements will be checked prior to each advancement.
- F. Deficiency in any one or more of these requirements may cause an appropriate deferment of advancement date.
- G. Action will be taken on each Apprentice individually, that is, to approve advancement, extend present rating for a specified probationary period, or cancel his/her indenture.

Apprentices completing their 5th year of training must successfully pass required classes and have a minimum of 8,500 OJL hours to advance to journeyman on the following June 1.

## **SECTION XII**

### **CREDIT FOR PREVIOUS EXPERIENCE**

Individuals, at the discretion of the JATC and based on the provisions herein, shall be eligible to receive credit for certain prior experience. Credit for previous experience shall be considered under the following circumstances: Direct entry: Job Corps; Approved Technical Training School Graduates; Military Veterans with Technical Training; Organizational Efforts; and where there is a recognized shortage of Certified Welders. Regardless of prior credit given by the JATC, applicants awarded direct entry and/or credit for previous experience, shall serve a one (1) year probationary period.

**JOB CORPS:** The JATC encourages preparatory/pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the pipefitting craft may be given direct entry into the apprenticeship program. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

**MILITARY:** One year of credit may be granted to Veterans who complete the United Association Veterans in Piping (VIP) program.

Entry of veterans will be done without regard to race, color, religion, national origin, or sex.

**ORGANIZATIONAL EFFORTS:** An employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived).



An individual who signs an authorization card during an organizing effort – wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journey worker, shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training (Note: This is a method of direct entry into the apprenticeship program). For such applicants to be considered they must:

1. Be employed in the JATC's jurisdiction when the authorization card was signed.
2. Have been employed by the employer before the organizational effort commenced.
3. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
4. Provide reliable documentation to the JATC to show they were an employee performing pipefitting work prior to signing the authorization card.

**SKILL SHORTAGES – CERTIFIED WELDERS:** Upon agreement with the Registration Agency, individuals may be given direct entry into the apprenticeship program in areas of the country where there is a recognized shortage of certified welders, under the following conditions: (1) Applicants must have been enrolled in a twelve-month welder training program provided by the program sponsor and during such enrollment successfully passed the UA's welding certification test; (2) and completed a basic four-week pre-job training course, sponsored by the UA. Such UA sponsored pre-job training course shall, at a minimum consist of the OSHA forty-hour safety class and all other safety/Haz-Com training required for the local area as well as training in other subjects related to an individual's successful performance on the job site.

Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least one (1) year during which time; apprentices will be evaluated in writing by their employer. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journeymen status, with commensurate wages to be paid based upon the amount of credit granted.

In order to attract the participation of qualified minorities and women, the JATC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

### **SECTION XIII**

#### **WORK EXPERIENCE**

- A. To enable the apprentice to qualify at the end of training as a skilled Journeyworker, the apprentice shall be given opportunity to install and assist in installing piping material, as their skill permits under the direct supervision of a Journeyworker.
- B. Apprentices shall not work without direct supervision unless sanctioned by the Joint Apprenticeship Committee. For work commonly referred to as "Service Work," an apprentice is limited only by his qualifications.
- C. For the protection of the individual, consumer and the general public, all work done by apprentices as indicated above shall conform in every respect with the requirements prescribed in all applicable local codes and ordinances.

- D. The JATC may rotate or shift apprentices from one employer to another as necessary to assure trade related training in all branches of the piping trades; all in the best interest of the apprentice's education.
- E. The work experience schedule (SEE APPENDIX A) shall be attached to these standards when they are registered by the local JATC. This schedule shall be used as a guide to the various types of work to be performed and the basic skills that may be learned during apprenticeship.

Schedule of Work Processes for Pipefitters may include but not limited to:

1. Installing hot water & steam heating systems.
2. Ventilation
3. Refrigeration
4. Air Conditioning
5. Oil Burners
6. Stokers
7. Power Piping
8. Welding
9. Industrial Process Piping
10. Temperature Control Equipment
11. High and Low Pressure Boilers
12. Pneumatic Piping
13. Hydraulic Piping

## **SECTION XIV**

### **RELATED INSTRUCTION**

- A. During each year of training, each apprentice shall be required to attend classes in subjects related to the trade. Such classroom work shall total a minimum of 1,120 hours during the five (5) years in which the apprentice is enrolled in the program. In addition, each apprentice shall be required to complete a minimum of 1,700 hours of related on-the-job training during each year of the five (5) years in which the apprentice is enrolled in the Program. The aforementioned requirements shall be reduced for those apprentices receiving prior credit, as determined by the JATC.
- B. Any apprentice who is absent from related instruction class sessions, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training.
- C. Related instruction shall be closely correlated with the practical experience and training received on the job. The JATC may request the assistance of the local schools in establishing classroom space for related instruction.
- D. Contractor mandated training of related instruction by apprentices shall be done during work hours and time paid by that contractor. Voluntary “continued education” instruction by apprentices shall be performed on their own time and be unpaid.
- E. In cases of failure of an apprentice to fulfill the obligations regarding classroom or on-the-job training, without due cause, the JATC shall take necessary disciplinary action.
- F. The instructional materials recommended by the National Joint Committees shall be adopted as the basic course of study, and each apprentice shall be required to purchase a set of these text materials for personal study during the training and for reference after completion of apprenticeship. An outline of the related training program shall be attached to these standards when they are registered by the local JATC.
- G. In the event of a pandemic and in-person classes are interrupted and/or paused training will continue online with related instruction. Classroom hours will remain unchanged with a minimum of 224 hours per calendar year.

## **SECTION XV**

### **SAFETY AND HEALTH TRAINING**

All apprentices shall receive instruction in safe and healthful work practices and shall be trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards. Wherever possible, first aid training should be included. Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

## **SECTION XVI**

### **SUPERVISION OF APPRENTICES**

- A. The employer, or the designated person such as the superintendent, foreman, or Journeyworker, shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice, with the advice and assistance of the JATC, or designated person, shall be responsible for the apprentice’s work experience and shall complete and return the record forms and progress reports provided by the JATC.
- B. The JATC or the designated instructor(s)/coordinator(s) shall be responsible for the apprentice’s progress in related instructional classes.

## **SECTION XVII**

### **RECORDS AND EXAMINATIONS**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each month. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the JATC. All data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the JATC. This record will be included in each apprentices file maintained by the JATC.

Before each period of advancement, or at any other time when conditions warrant, the JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, cancel the Apprenticeship Agreement.

## **SECTION XVIII**

### **MAINTENANCE OF RECORDS (SEE APPENDIX D)**

## **SECTION XIX**

### **CERTIFICATION OF COMPLETION OF TRAINING**

The apprentice who successfully completes training shall be awarded a certificate by the JATC, attesting to satisfactory completion.

## **SECTION XX**

### **NOTICE TO REGISTRATION AGENCY**

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

It shall be the responsibility of the local JATC to register these standards with the appropriate registration agency and to review these standards on an annual basis. The term "registration agency" shall mean the U. S. Department of Labor, Employment & Training Administration ("ETA"). Any necessary additions to these standards shall be registered with the registration agency.

These Standards may be amended or modified at any time by the JATC 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(s) or modification(s) will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XXI**

### **CANCELLATION AND DEREGISTRATION**

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

Pipefitter's Local 533 Education Training Fund JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

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

## **SECTION XXII**

### **ADMENDMENTS OR MODIFICATIONS**

- A. The JATC shall have full authority to supervise the enforcement of the provisions of these standards. Its decision shall be final and binding upon the employer, the local union, and the apprentice. The JATC may take disciplinary action against any apprentice or employer for failure to comply with the Apprenticeship Agreement or the Apprenticeship Standards.

Before invoking disciplinary action the JATC will notify the apprentice or the employer of the infraction and provide reasonable opportunity for corrective action. When disciplinary action is to be imposed, the JATC will notify the apprentice or employer by certified mail or other verifiable method to appear before the JATC for a hearing. If the apprentice or employer fails to appear before the JATC after due notice, disciplinary action may be invoked without a hearing.

Disciplinary action may include postponement of the apprentice's advancement from one segment of training to the next or temporary removal of the apprentice from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Such action will occur only after due notice to the apprentice and opportunity for corrective action. Removal by the JATC shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Records of all disciplinary actions shall be maintained by the JATC. The Registration Agency shall be notified whenever a disciplinary action results in the cancellation of an Apprenticeship Agreement.

- B. 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, relief may be sought through one or more of the following avenues, based on the nature of the issue:
1. For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA.
  2. The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The JATC will make such rulings, as it deems necessary in each individual case and within one-hundred-twenty (120) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur.

- C. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency.

## **SECTION XXIII**

### **COMPLAINT PROCEDURE (SEE APPENDIX D, SECTION IV)**

#### **ADJUSTING DIFFERENCES**

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted hereto.

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, relief may be sought through one or more of the following avenues, based on the nature of the issue:

#### **Title 29 CFR 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The JATC will make such rulings, as it deems necessary in each individual case and within one hundred twenty (120) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur.

#### **Title 29 CFR 30.11**

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 (including pregnancy and gender identity), 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 § 30.17, may, personally or through an authorized representative, file a written complaint with the Registration Agency with whom the apprenticeship program is registered.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards. Direct complaints to: Pipefitters Local Union No. 533 Education Training Program Fund, Attn: Training Coordinator, 9876 Hickman Mills Drive, Kansas City MO, 64137. Any complaint described 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: **U.S. Department of Labor, Office of Apprenticeship, 2300 Main Street Suite 1060, Kansas City MO, 64108**

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

**Complaints 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. Dept. of Labor, Office of Apprenticeship  
Chief, Division of Registered Apprenticeship and Policy  
200 Constitution Ave, NW  
Washington, DC 20210  
Telephone Number: 202-693-2796  
Email Address: [ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)**

## **SECTION XXIV**

### **COLLECTIVE BARGAINING AGREEMENTS**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

## **SECTION XXV**

### **TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION**

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 on-the-job learning by the committee or program sponsor;
- ii. The transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.

If the JATC is unable to fulfill its training obligation to an apprentice due to lack of work or failure to conform to its obligations pursuant to these Standards then the JATC will make every effort to refer the apprentice with his/her consent to another program Sponsor, Registration Agency, or Career One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. However, the JATC shall not assume such placement obligation where the apprentice is unable to attain sufficient work opportunities as a result of his/her own actions, conduct or inability to comply with the rules and regulations governing the Training Program or any signatory employer. The JATC will also make available to the apprentice and the receiving Program Sponsor the apprentice's training record. The apprentice must receive credit from the new Program Sponsor the training already satisfactorily completed.

## **SECTION XXVI**

### **RESPONSIBILITIES OF APPRENTICES**

The apprentice shall:

- A. Perform diligently and faithfully the work of the trades, and perform such other pertinent duties as may be assigned in accordance with the provisions of the registered standards.
- B. Respect the property of the contractor and abide by the working rules and regulations of the contractor, the local union, and the JATC.
- C. Attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the registered standards.
- D. Maintain such records of on-the-job training and related instruction as may be required by the JATC; including but not limited to blue sheet work reports which must be turned in on a regular basis.
- E. Develop safe working habits, and work in such manner as to assure their safety and that of other workers.
- F. Conduct themselves at all times in a credible, ethical, and moral manner and adhere to the UA Standard for Excellence.

## **SECTION XXVII**

### **DISCIPLINARY ACTION**

- A. The JATC may take disciplinary action against any apprentice for failure to comply with the Apprenticeship Agreement, supplemental agreements, Statement of Policy, or the Apprenticeship Standards.
- B. Before invoking disciplinary action the Training Coordinator should notify the apprentice of the infraction and provide reasonable opportunity for corrective action by the apprentice.
- C. Before invoking any disciplinary action the Training Coordinator must notify the apprentice by certified mail to appear before the JATC for a hearing. If the apprentice fails to appear before the JATC, after due notice, such disciplinary action may be invoked without a hearing.
- D. The JATC may discipline an apprentice by postponing advancement from one period of training to the next, by temporarily removing the apprentice from the job, causing loss of employment, and/or they may also add classes to an apprentices schedule or any other action that the JATC deems appropriate including terminating the apprenticeship agreement.

## **SECTION XXVIII**

### **TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship or vocational schools—may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

### **APPRENTICE APPLICATION PROCEDURES (SEE APPENDIX D)**

### **QUALIFICATIONS OF EMPLOYERS**

All employers of apprentices must satisfy the JATC that they can meet the following minimum qualifications:

- A. Be financially responsible.
- B. Have the necessary facilities to assure effective training.
- C. Employ one or more journeymen steadily.
- D. Agree to adhere to the program as administered by the JATC.



## **APPROVAL**

The approval of the National Guidelines for Apprenticeship Standards by the Employment and Training Administration certifies that the guidelines conform to the labor standards which the U.S. Department of Labor believes are necessary to safeguard the welfare of apprentices.

These National Apprenticeship Guidelines may be modified by the National Committees. Such modification must be submitted to the National Office of the Employment and Training Administration for approval.

The JATC may amend the National Apprenticeship Guidelines at its discretion, subject to the requirements of the appropriate registration agency.

No modifications or changes shall affect executed apprenticeship agreements without the written consent of all parties to the agreement.

This program may be cancelled upon voluntary action by requesting cancellation of the approval. The program may also be deregistered for reasonable cause by the Education and Training Administration of the U. S. Department of Labor when the bureau institutes formal cancellation proceedings in accordance with the provisions of Title 29 CFR, Part 29.

Upon cancellation (voluntary or involuntary) of the program, the sponsor will inform each apprentice, within 15 days, of the cancellation, and the effect of such action. This notification will conform to the requirements of Title 29 CFT, Part 29.7.

NOTE: The U. S. Labor Department's general labor standards for apprenticeship programs are set forth in Title 29 Code of Federal Regulations, Part 29.

## **COOPERATING ORGANIZATIONS AND AGENCIES**

The JATC may obtain assistance in adopting these National Standards as local apprenticeship and training standards from:

- A. **National Joint Plumbing Apprentice and Journeyworker Training Committee**, United Association Building, General Office, Three Park Place, Annapolis, MD 21401.
- B. **National Joint Steamfitter-Pipefitter Apprenticeship Committee**, United Association Building, General Office, Three Park Place, Annapolis, MD 21401.
- C. **National Joint Sprinkler Apprenticeship and training Committee**, 9200 Basil Court, Suite 402, Landover, MD 20785.
- D. **United Association Training Department for Apprentices and Journeymen, United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitter Industry of the United States and Canada**, United Association Building, General Office, Three Park Place, Annapolis, MD 21401.
- E. **Bureau of Apprenticeship and Training**, U. S. Department of Labor, Washington, D. C. 20213.
- F. State apprenticeship agencies.

## **AREAS COVERED BY THESE STANDARDS**

The geographical area covered by these standards shall be those areas as conferred to Pipe Fitters Local Union No. 533 by the United Association and include, but are not limited to, the following counties:


The Missouri Counties of Platte, Clay, Ray, Carroll, Jackson, Cass, Bates, Vernon, Lafayette, Johnson, Henry, Saline, Hickory, St. Clair, Pettis, Benton, Morgan.

The Kansas Counties of Leavenworth, Wyandotte, Johnson, Miami, and all other territory that may be allotted from time to time by the United Association.

The Pipefitters Local Union No. 533 Education Training Program Fund and The Mechanical Contractors Association of Kansas City hereby officially adopts these Selection Procedures on this Day 14 of September, 2020.



\_\_\_\_\_  
SIGNATURE OF  
Pipefitters Local Union No. 533 Education Training Program Fund



\_\_\_\_\_  
PRINTED NAME



\_\_\_\_\_  
SIGNATURE OF  
Mechanical Contractors Association of Kansas City



\_\_\_\_\_  
PRINTED NAME

**APPENDIX A**

**WORK PROCESS SCHEDULES –  
RELATED INSTRUCTION OUTLINES**

**FOR**

**PIPEFITTER/STEAMFITTER**

**HEATING, VENTILATION, AIR CONDITIONING,  
AND REFRIGERATION TECHNICIAN**

**ADOPTED BY**

**Pipefitters Local Union No. 533 Education Training  
Program Fund**

**9876 Hickman Mills Drive, Kansas City, MO. 64137**

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

**APPENDIX A**  
**Revised**  
**Work Process Schedule – Time-Based**  
**PIPEFITTER/STEAMFITTER/HVACR TECH.**

**O\*NET-SOC CODE: 47-2152.01      RAPIDS CODE: 0414**  
**Alternative Titles: Building Trades Pipefitter/Steamfitter, Pipe Welder,  
Welder/Fitter**

This craft specific schedule is attached to and is part of these Apprenticeship Standards for the above listed occupation and alternative titles.

**1. Term of Apprenticeship:**

The term of the occupation will be five (5) years with an on-the-job-learning (OJL) attainment of a minimum 8,500 hours, which shall be supplemented by the required hours of instruction.

**2. Ratio of Apprentices to Journeyworkers:**

The ratio of apprentice worker to the skilled journeyworker shall be determined by the local collective bargaining agreement which is 3 journeyworkers to 1 apprentice. Contractors that are signatory to the National Service Agreement may be 1 journeyworker to 1 apprentice, however at no time can the ratio exceed 1 to 1.

**3. Apprentice Wage Schedule:**

All apprentices shall be paid a progressively increasing schedule of wages based on a percentages of the current journeyworker's wage rate or as defined by the local collective bargaining agreement.

Example: Term 8,500 hours

1<sup>st</sup> 1,700 hours=50% of a journeyworker's rate

2<sup>nd</sup> 1,700 hours=55% of a journeyworker's rate

3<sup>rd</sup> 1,700 hours=60% of a journeyworker's rate

4<sup>th</sup> 1,700 hours=70% of a journeyworker's rate

5<sup>th</sup> 1,700 hours=75% of a journeyworker's rate

**4. Schedule of Work Experience: (See attached Work Process Schedule)**

Each apprentice shall receive instruction and work experience in the occupation as listed in the work process schedule, which is attached, and made a part of, these standards. To permit the flexibility necessary to the sponsor's normal business operation, work process activities need not occur precisely in the order listed, nor do the scheduled hours in any activity need to be continuous. A record of work and training hours under each category of the work process shall be maintained for every apprentice.

## **Work Processes**

## **OJL Hours**

**A-Tasks to be completed by all Apprentices**

**B-Tasks to be completed by Construction Apprentice**

**Construction 8,500**

**C-Tasks to be completed by HVACR Apprentices**

**HVAC 8,500**

Layout	B. 1,000-1,200	C. 0-100
Fabricate Pipe/Hangers	B. 1,500 -1,700	C. 0-200
Install Pipe/Hangers	B. 1,500 -1,700	C. 0-200
Test, Fill & Flush Systems	B. 500-600	C. 100-300
Set Equipment	B. 800-900	C. 100-300
Welding	B. 800 -1000	
<b>B &amp; C. Install of Piping &amp; Equipment;</b>		
• For Heating Systems	B. 600-800	C. 100-2000
• For HVAC&R Systems	B. 600-800	C. 100-2000
• Controls	B. 200-400	C. 100-2000
<b>C. Service / Maintenance</b>		
• Commercial HVAC & R	100-6,000	
• Industrial HVAC & R	100-6,000	
• Residential HVAC & R	0-100	

**A. Miscellaneous: Includes the installation of all piping equipment, and materials commonly used in connection with the trade and under its jurisdiction** **1,000**

The above items are suggested only and are not to be construed as mandatory. The minimum hours of on the job learning are 8,500 per classification.

**5. Schedule of Related Instruction: (See attached Related Instruction Outline)**

In addition to the following RTI schedule, all apprentices will receive Anti-harassment Training as required under Title 29 of the Code of Federal Regulations, part 30.

Each apprentice shall be required to receive at least 224 hours of related instruction (IR) in subjects related to the occupation for each year of training on the job. The apprentice may or may not be compensated for hours spent in RI outside the regular working hours. RI will be provided by utilizing various methods on instruction such as traditional classroom (lecture, discussion), electronic media (including, but not limited to: online training, distance learning) and practical (hands on) learning. Related instruction will include a mechanism to verify satisfactory understanding (assessment) of subject matter. Curriculum will be both skill and knowledge based upon accepted industry standards and practices. Each apprentice shall maintain an achievement grade related instruction of at least 70 percent, in order to advance to each level of the apprenticeship.

## Curriculum Outline for 5 Year Pipefitter Apprenticeship (Provided by UA Pipefitters 533)

		Course Hours	Total Year Hours
<b>1st Year</b>	A	Minimum On-the-Job Training	1700
	B	Classroom Job-Related Training	268
	I	Math: Measurement/ Fraction & Decimal Manipulation/ Algebra	56
	II	Related Science	56
	III	Heritage	16
	IV	Rigging/ Crane Signaling	40
	V	Pipefittings and Valves ( <i>Classroom</i> )	20
	VI	Soldering/Brazing Copper Piping Practical (UA-51)	20
	VII	Threaded Pipe ( <i>Practical</i> )	16
	VII	CPR/ First Aid	8
	VIII	Jobsite Safety (OSHA 30)	36
<b>2nd Year</b>	A	Minimum On-the-Job Training	1700
	B	Classroom Job-Related Training (class selection depends on OTJ Subject Matter)	224
	I	Oxy/ Cutting & Welding ( <i>Classroom &amp; Practical</i> )	56
	II	STAW: Plate/Pipe ( <i>Classroom &amp; Practical</i> )	168
		OR	
	I	Heating 1 ( <i>Classroom</i> ) : Fuel Gases/ Combustion/ Electric Heat	28
	II	Heating 1 ( <i>Practical</i> ) : Split System gas/elec troubleshooting & maintenance	28
	III	A/C 1 ( <i>Classroom</i> ) : VC cycle/ PE/ EPA 608 & 410A Safety	28
	IV	A/C 1 Practical: Split System A/C troubleshooting & maintenance	28
V	Electrical Theory ( <i>Classroom</i> )	56	
VI	Electrical Circuits ( <i>Practical</i> )	56	
<b>3rd Year</b>	A	Minimum On-the-Job Training	1700
	B	Classroom Job-Related Training (class selection depends on OTJ Subject Matter)	224
	I	Advanced Math: Builders level/ Trigonometry ( <i>Classroom &amp; Practical</i> )	112
	II	Drafting	92
	III	Tube Bending ( <i>Classroom &amp; Practical</i> )	20
		OR	
	I	A/C 2 Psychrometrics/ Controls/ Heat Pumps ( <i>Classroom &amp; Practical</i> )	56
	II	Hydronics ( <i>Classroom &amp; Practical</i> )	56
	III	Low Pressure Boilers/ Steam ( <i>Classroom &amp; Practical</i> )	56
IV	Boiler Controls ( <i>Classroom &amp; Practical</i> )	56	
<b>4th Year</b>	A	Minimum On-the-Job Training	1700
	B	Classroom Job-Related Training (class selection depends on OTJ Subject Matter)	224
	I	STAW/ GTAW	168
	II	Piping Layout	56
		OR	
	I	A/C : Centrifugal compressor theory and overhaul/ Chiller controls ( <i>Classroom &amp; Practical</i> )	56
	II	Building Controls	56
III	Start/Test/Balance	112	
<b>5th Year</b>	A	Minimum On-the-Job Training	1700
	B	Classroom Job-Related Training (class selection depends on OTJ Subject Matter)	224
	I	Foreman Training	56
	II	Mechanical Codes	56
		AND	
	II	STAW/ GTAW	112
		OR	
III	CAD/BIM	112	
	OR		
IV	Commercial Refrigeration	112	
<b>Total Hours:</b>			<b>OJL 8500</b>
			<b>RI 1164</b>

Registration Date: 07/28/1941  
Revised: 09/14/2020

Original Program # MO-005410002

**APPENDIX D**

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

**FOR**

**PIPEFITTER/STEAMFITTER**

**HEATING, VENTILATION, AIR CONDITIONING,  
AND REFRIGERATION TECHNICIAN**

**ADOPTED BY**

**Pipefitters Local Union No. 533 Education Training  
Program Fund**

**9876 Hickman Mills Drive, Kansas City, MO. 64137**

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

*Debra Cremeens-Risinger*

**APPROVED BY:** U.S. DOL Missouri State Director

**REGISTRATION AGENCY**

**DATE APPROVED:** September 18, 2020

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



## **SECTION I - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 years of age.

B. Education

A high school diploma from a regionally accredited high school (Diplomas from high schools with national accreditation will not be accepted. Diplomas purchased after a single exam online are not accepted), or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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

C. Physical

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

## **SECTION II - APPLICATION PROCEDURES**

- A. Applicants will be accepted throughout the year. All persons requesting an application must submit a request online at [www.pftc533.com](http://www.pftc533.com) and an application will be emailed to the address provided by the applicant.
- B. All applications will be identical in form and requirements. All apprenticeship application forms must be dated and numbered to insure adequate records can be maintained in accordance with 29 CFR 30.
- C. Before completing the application, each applicant will be required to review the apprenticeship standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements

on their application will be notified of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

- F. Once an applicant has completed the application process and is notified that they are in the pool of eligible candidates for apprenticeship, the applicant's completed file is placed along with the other qualified applicants files in the Equal Employment Opportunity Apprenticeship Pool (EEOAP), and that file will now be available for review by potential employers for the next year. An application shall remain active for one (1) year from the date it has been submitted. If an applicant desires to have their application remain active beyond this one (1) year period, then the applicant is required to notify the Program of such desire in writing. Such written notice shall be made no earlier than sixty (60) days prior to the one (1) year anniversary date of original application, and no later than the one (1) year anniversary date of submission. Those applicants who notify the Program in writing shall have their applications remain active. Those applicants who fail to provide such written notice shall be deemed inactive. An application may be renewed for a total of five (5) years, after such time the applicant will be required to complete a new application.
  
- G. Applicants will be furnished a list of all eligible employers who have acceptance agreements with the Pipefitters Local 533 Training Center along with a letter of introduction indicating they have met the minimum qualifications for entry into the program along with an employer intent-to-hire letter.

### **SECTION III - SELECTION PROCEDURES**

- A. All applicants that meet the minimum qualifications will be notified that they are eligible for the program and placed in a pool of eligible candidates. The applicant's file will now be available for review by potential employers for the next year. (See renewal instructions Section II F.)
  
- B. Any eligible employer with a current employer acceptance agreement may request to view the list of eligible candidates. If after reviewing the list a potential employer decides to interview a qualified applicant, the potential employer is given:
  - a. A copy of the applicant's file
  - b. A list of steps to follow for the potential employer whether the employer decides to hire the applicant or not.
  - c. A follow-up sheet to be returned to the Pipefitters Local 533 Apprenticeship Program whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons.
  
- C. The potential employer will contact, set up, and conduct the interview according to the employer's company policy. After the applicant has been interviewed, the potential employer returns the interview follow-up sheet to the Pipefitters Local

533 Training Center office. If the potential employer decided to hire the applicant, the employer gives an intent-to-hire letter indicating the intended starting date of employment to the applicant. The applicant then brings the intent to hire to Pipefitters 533 Education Training Center immediately, and has 24 hours for pre-employment substance abuse screen from the time it is received at the Training Center (The applicant's file is pulled from the pool of eligible applicants, the apprenticeship agreement is completed, the apprentice is notified when related classroom training begins, and the complete file is removed from the pool. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review.

- D. Eligible applicants provided with a signed letter of eligibility will be given 30 calendar days to begin work for the hiring employers.
- E. If at the end of 30 calendar days Pipefitters 533 Education Training Center has not been notified of employment with a participating employer, one attempt will be made to contact the applicant by telephone to verify continued interest. If applicant cannot be reached by telephone, one certified letter will be sent to the applicant notifying him/her that the 30 day allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship, they must contact the Pipefitters 533 Training Center office. If the applicant does not respond within 30 calendar days, he/she will be removed from the list of eligible applicants. They may reapply at any future date.
- F. Complete records shall be maintained in accordance with Title 29 CFR parts 29.5(b)(22) and 30.8

## **SECTION IV - COMPLAINT PROCEDURE**

### **ADJUSTING DIFFERENCES**

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted hereto.

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, relief may be sought through one or more of the following avenues, based on the nature of the issue:

#### **Title 29 CFR 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The JATC will make such rulings, as it deems necessary in each individual case and within one hundred twenty (120) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur.

## **Title 29 CFR 30.11**

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 (including pregnancy and gender identity), 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 § 30.17, may, personally or through an authorized representative, file a written complaint with the Registration Agency with whom the apprenticeship program is registered.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards. Direct complaints to: Pipefitters Local Union No. 533 Education Training Program Fund, Attn: Training Coordinator, 9876 Hickman Mills Drive, Kansas City MO, 64137. 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: **U.S. Department of Labor, Office of Apprenticeship, 2300 Main Street Suite 1060, Kansas City MO, 64108**

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

**Complaints 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. Dept. of Labor, Office of Apprenticeship**  
**Chief, Division of Registered Apprenticeship and Policy**  
**200 Constitution Ave, NW**  
**Washington, DC 20210**  
**Telephone Number: 202-693-2796**  
**Email Address: [ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)**

**SECTION V - MAINTENANCE OF RECORDS**

The sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Pipefitters Local Union No. 533 Education Training Program Fund hereby officially adopts these Selection Procedures on this Day 14 of September, 2020.



\_\_\_\_\_  
SIGNATURE OF

Pipefitters Local Union No. 533 Education Training Program Fund

Scott A. Grandon

\_\_\_\_\_  
PRINTED NAME



\_\_\_\_\_  
SIGNATURE OF

Pipefitters Local Union No. 533 Education Training Program Fund

Robert D. Marrioff

\_\_\_\_\_  
PRINTED NAME

PRINT CLEARLY

APPLICATION FOR  
PIPEFITTER APPRENTICESHIP

PF:«Application\_»

1. Name of Applicant:

\_\_\_\_\_  
Last First Middle

2. Address:

\_\_\_\_\_  
Street City State County Zip Code

3. Telephone No. \_\_\_\_\_ 4. Date of Birth \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Sex: Male  Female

7. Ethnicity: Hispanic/Latino  Not Hispanic/Latino

8. Race: Am. Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White  Other

9. Veteran: Yes  No  Branch of Service \_\_\_\_\_  
Length of Service \_\_\_\_\_ Date of Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

10. Currently Employed Yes  No

11. Work Experience:  
Give jobs in order, starting with present or latest job. Include military experience, summer jobs and part-time jobs.

Employer	City	Type of Work	From	To	Reason for Leaving

12. High School Graduate  GED  Post Secondary or Technical Training

Name and Address of High School: \_\_\_\_\_

Additional Education Background: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date application submitted

**PIPE TRADES  
APPRENTICESHIP FORM #1**

**Application Form**

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***QUALIFICATIONS NECESSARY FOR AN APPLICANT TO BE CONSIDERED  
FOR A PROBATIONARY PIPE TRADES APPRENTICESHIP***

1. Must be at least 18 years of age. (See Section III-B02—Qualifications of Applicants for Apprenticeship in the National Guideline Standards of Apprenticeship);
  2. Complete this page, the application on Page 2, and return this form with the following:
    - a. Birth certificate or other such document for proof of age;
    - b. High School diploma and transcript or (GED) certificate and official report of test scores
    - c. Military transfer or discharge for DD-214, if applicable
  3. Appear for interview when notified.
- 

***IF YOU ARE ACCEPTED FOR A PROBATIONARY APPRENTICESHIP YOU WILL  
BE REQUIRED TO:***

1. Serve as a probationary apprentice for a period of 1 year (1700-2000 hours of on-the-job training);
  2. Serve a 5 year apprenticeship including the probationary period (8500-10,000 hours of on-the-job training);
  3. Report for work on a regular basis;
  4. Provide for you transportation to and from job site;
  5. Work under the direction of a Journey worker on the job site and perform job duties satisfactorily;
  6. Attend related training classes regularly and maintain an acceptable average in those classes;
  7. Purchase text material for use in related training classes as required;
  8. Abide by all rules and regulations of the Joint Apprenticeship and Training Committee.
- 

**I, the undersigned, have read, understand, and agree to abide by the above.**

\_\_\_\_\_  
(Applicant's Signature)

**Date:** \_\_\_\_\_

## Pipefitters Local Union No. 533 Education Training Program Fund Eligibility Letter

Dear Contractor:

This "Letter of Eligibility" will introduce \_\_\_\_\_ who has made application for the Pipefitters LU 533 Apprenticeship Program and has met the minimum qualifications to enter into the program.

A signed copy of the "Intent to Hire" form must be submitted to the Training Center before the applicant may proceed. The applicant may be eligible for work upon the successful completion of the application process and drug screen. You will be notified when the applicant is eligible to begin work.

Apprentices are registered with the Department of Labor, Bureau of Apprenticeship and Training. If you have any questions, please contact the Pipefitters LU 533 Training Center, (816) 761-8800.

Application Date: \_\_\_\_\_  
Applications expire 1 year from the date submitted.

---

Applicant Information:

Name: \_\_\_\_\_

Address, City, St, Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Veteran? (circle) Yes or No



## Statement of Intent to Hire

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

Name of Applicant \_\_\_\_\_

Home Address of Applicant \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Contractor Telephone # \_\_\_\_\_

Requested Start Date \_\_\_\_\_

Construction \_\_\_\_ Service \_\_\_\_ (required)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of authorized contractor representative

**Please put this information on your company letterhead and sign it. Notify the Training Center of this action and then have your new hire apprentice return this form to the Training Center.**

**The applicant must submit to a drug test within 24 hours after this document is issued to the applicant and received by the Training Center.**

**This document must be dated with the same date the applicant brings it to the Training Center.**

**Pending urinalysis results, applicants receiving a statement of Intent to Hire must start work within 30 days. If you have any questions, please contact the Training Center at (816) 761-8800.**



## Pipefitters Local Union No. 533 Education Training Program Fund

### APPRENTICESHIP APPLICANT INTERVIEW/FOLLOW-UP FORM

Attn. Contractors: Complete and return within 2 days of the interview date.

Return completed form to:

Pipefitters LU 533 Training Center  
9876 Hickman Mills Dr.  
Kansas City, MO. 64137  
Or fax to (816) 761-6393

Failure to return for all applicants (whether hired or not) can result in the loss of the ability to acquire new apprentices.

Applicant's Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Company Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_

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

\_\_\_\_\_ Hire and register the above named applicant

\_\_\_\_\_ Not hiring the above named applicant at this time because:

\_\_\_\_\_ No employment openings at this time

\_\_\_\_\_ Found other employment

\_\_\_\_\_ Did not show up for the interview

\_\_\_\_\_ Did not want to work for our company

Other, please explain:

\_\_\_\_\_  
Signature of company representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of company representative