IOWAWORKS
QUALIFIED REFERRAL FORM
REGISTERED APPRENTICESHIP PROGRAMS

REGISTERED APPRENTICESHIP STANDARDS

- **BENEFITS OF RA:** (Customized training, increased knowledge, enhanced employee retention, safer workplace, pipeline of qualified workers, and systematic approach to training).

- **STANDARDS OF APPRENTICESHIP INCLUDE:** (detailed explanation of the role of the sponsor and apprentices that meets federal regulation along with detail outline of the program that includes RTI and OJT):

- **SKILLED OCCUPATION:** The employment and training of the Registered Apprentice in a skilled occupation.

- **TERM:** A term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning not less than 2,000 (two thousand) hours of work experience, consistent with training requirements as established by industry practice. (Time-based, Competency-based, Hybrid):

- **OJT WORK PROCESS:** Explain to the company that an outline of the tasks/competencies will be provided. In which the apprentice will receive supervised work experience, training on the job and the allocation of the approximate amount of time to be spent in each major task/competencies.
  - **REVIEWED THE OJT TASKS LISTED WITHIN THE WORK PROCESS:** Review the On-the-job learning outline with the company to ensure that the occupation works for the company (at least 80%). IWD will help tailor the outline to the sponsor’s needs.

- **RELATED TRAINING INSTRUCTION:** Provision for organized related instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship is recommended.
  - **RTI Delivery:** This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Registration Agency.
  - **REVIEWED THE RTI CLASS LISTED WITHIN THE WORK PROCESS:** Review the Related Training Instruction outline with the company. IowaWORKS staff needs to locate a RTI instructor and confirm with the RTI provider that the classes can be provided for the given occupation. Attach a copy of the RTI Outline that is agreed upon by the business with the submission of this form. Additionally, add a copy of the RTI template used from DropBox.

This workforce project was funded by a grant award by the U.S. Department of Labor’s Employment and Training Administration. This project was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information on the linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.
Please indicate if an RTI outline was not included in the DropBox or on the Bulletin.

- **RTI PROVIDER CONTACTED:** The RTI provider was contacted, classes confirmed with the provider, and classes were agreed to by the RA Sponsor.

- **RTI PROVIDED IN-HOUSE:** Contact the IWD’s Registered Apprenticeship Program Coordinator for additional documentation requirements.

- **SAFETY:** Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction.

- **RATIO:** The numeric ratio of apprentices to mentors/journey workers, consistent with proper supervision, training, safety and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, workforce, department or plant. **Ratios should be no less than 1 to 1.**

- **PROBATIONARY PERIOD:** A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship. The probationary period **cannot exceed 25 percent of the length of the program, or 1 year, whichever is shorter.**

- **MINIMUM QUALIFICATIONS:** The minimum qualifications required by a Sponsor for persons entering the Apprenticeship Program, with an eligible starting age of not less than sixteen (16) years. (See page three for additional minimum requirement questions).

- **APPRENTICESHIP AGREEMENT:** The placement of an apprentice under a written Apprenticeship Agreement that meets the requirements by § 29.7 or the State apprenticeship law of a recognized Registration Agency. The Agreement must directly, or by reference, incorporate the Standards of the Program as part of the Agreement.

- **CREDIT FOR PREVIOUS EXPERIENCE:** The granting of advanced standing or credit for demonstrated competency, acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted.

- **QUALIFIED TRAINERS AND SUPERVISION:** Assurance of qualified training personnel and adequate supervision on the job.

- **COMPLETION CERTIFICATE:** Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the Registration Agency.

- **REGISTRATION AGENCY:** Identification of the Registration Agency as the U.S. Department of Labor, Office of Apprenticeship. OA Apprenticeship Training Representative will contact business upon referral to introduce themselves and work through the Standards process.

- **EQUAL EMPLOYMENT OPPORTUNITY:** Compliance with 29 CFR part 30, including the equal opportunity pledge prescribed in 29 CFR 30.3(b); an affirmative action plan complying with 29 CFR 30.4; and a method for the selection of apprentices authorized by 29 CFR 30.5, or compliance with parallel requirements contained in a State plan for equal opportunity in apprenticeship adopted under 29 CFR part 30 and approved by the Department. The apprenticeship standards must also include a statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR part 30, as amended for equal opportunity in apprenticeship.

- **PROBATIONARY PERIOD TERMINATION:** Authority for the cancellation of an apprenticeship agreement during the probationary period by either party without stated cause, cancellation during the probationary period will not have an adverse impact on the sponsor’s completion rate.

- **RECORDS MAINTENANCE:** Recording and maintenance of all records concerning apprenticeship as may be required by the Office of Apprenticeship and other applicable law.

2 November 2020
# Iowa Works Representative Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone (add extension):</th>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

## Basic Questions

1. How many states does your organization currently operate in?
2. How many people are employed at your organization?
3. How many apprentices do you intend to employ in the next 2 years?
4. Will your organization be the primary administrator of your program?
5. Are you interested in administrating a program for employers external to your organization?

## Primary Program Sponsor’s Contact Information

<table>
<thead>
<tr>
<th>Name of Sponsor Contact/Coordinator and Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone number and extension:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Address:</th>
<th>City, State, Zip, County</th>
<th>EIN:</th>
</tr>
</thead>
</table>

## Occupation

1. Occupation:  
2. RAPIDS #  
3. Term Length: Time based, Competency, or Hybrid

## RTI Source Information

1. Will your organization be the one providing the RTI?
2. If no, provide the following:
F. PROBATIONARY PERIOD
A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship. The probationary period cannot exceed 25 percent of the length of the program, or 1 year, whichever is shorter.

1. What is the probationary period of this program?

G. WAGES

1. Entry Wage:  
2. Completion Wage:

3. Wage Rate: Hourly, Monthly, Annually

4. What is the wage progression of the program? (Example: $3.00 wage increase every year of the program).

H. SELECTION PROCEDURES
1. How will you select Registered Apprentices for hiring into your program?

I. MINIMUM QUALIFICATIONS
1. Minimum Age Requirement (Federal Regulations is 16 years):
2. Is a valid driver’s license required for this position?

3. Education requirements (optional):

4. Physical requirements (optional):

5. Aptitude tests (optional):

6. Other qualifications (optional):

J. WAGES PAID DURING RELATED TRAINING INSTRUCTION
1. Will Registered Apprentices be paid for hours spent attending related training classes?

K. PREVIOUS EXPERIENCE
1. Does the employer have any additional requirements for the apprentice to receive credit for previous experience? If yes, please provide explanation below.

L. EQUAL OPPORTUNITY PLEDGE
1. The employer will not discriminate against apprenticeship applicants or apprentices based upon 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.

   Does the employer have any additional protected bases? (as applicable per the sponsor’s state or locality) If so, please include below.

M. AFFILIATIONS
1. Is this program affiliated with a union?
2. If so, which union?

N. DISCLOSURE AGREEMENT (OPTIONAL)
1. Would this employer agree to share their OJT and RTI outlines with other potential apprenticeship sponsors?

O. INTERNAL OR EXTERNAL HIRING
1. HIRING: The Sponsor will hire apprentices within days. (The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement. The Sponsor will enter all the

5 November 2020
information required for registering the apprentice in RAPIDS 2.0.). Remind RA Sponsors that Registered Apprentices can be hired prior to registration of the program; however, the Registered Apprentices must be registered as soon as possible in RAPIDS and within 45 days of the registration of the program.

2. Will the employer need assistance in finding candidate for their RA Program? If yes, a job order needs to be created in IowaWORKS prior to the submission referral form. Please provide the job order number from IowaWORKS.

3. Explain how other Workforce programs may help with funding for candidates:

4. Home Base Iowa veterans (use of Post 9/11 GI Bill benefits and the use of the HBI website to find veteran candidates and to post RA openings).

P. OJT and RTI OUTLINES
1. Please include with this completed form:
   a. Original OJT and RTI outlines approved by US DOL
   b. Draft OJT and RTI outlines amended by the RA Sponsor in MICROSOFT WORD format and HIGHLIGHT areas that have changed from the approved outlines.

Q. RAPIDS REGISTRATION INFORMATION
   National Affiliation: Yes ____  No ____
   EIN: _______________
   Employer NAICS Code: _______________
   Total number of Journey Workers/Mentors: _____
       Of the total number, how many are women? _____
       Of the total number, how many are minorities? _____
       Of the total number, how many are youth (16-24)? _____
   What are the products or services created/produced by this RA Sponsor? (Example: CNA – Long Term Nursing care or HVAC Installation and Service).
The Above employer is a Qualified Lead. All items on this form were discussed and explained to the employer. The employer has indicated they would like to have a RA program and request the development of Standards of Apprenticeship.

**Signature of Business Marketing Specialist:**

Date:

I certify that our organization would like to have a Registered Apprenticeship Program and request the development of Standards of Apprenticeship in Standard Builder.

**Signature of Business Contact:**

Date:

I certify our RA Program would like to be included on the WIOA Eligible Training Provider List. If your training is completed by a third party, please include the cost of training for each year of the program:

**Signature of Business Contact:**

Date:

******************************************************************************

Date sent to IWD RA Program Coordinator:

Sign off by the Registered Apprenticeship Program Coordinator for Standards Builder:

Date:

7 November 2020
REGISTERING OTHER TYPES OF RA PROGRAMS

_____ Creation of an Intermediary Sponsor- IowaWORKS staff needs to fill-out the referral form as completely as possible. Must review the draft OJT and RTI with the intermediary sponsor. There must a business involved in order for OA to create the draft intermediary standards. The intermediary should know who will provide the required RTI and must attach a copy of the OJT and RTI Outline that is agreed upon with the submission of this form. Please provide the name of the company below who is interested in signing onto these standards:

_____ Creation of New Apprenticeable Occupation- IowaWORKS staff must crosswalk the occupation in O*Net to ensure the occupation (under a different title) does not already exists. (See Instructions on Cross Walking on Google Drive Folder: RA: ’18 Field Guidance).

Submit the following information to IWD RA Program Coordinator:

- Name of the Company
- Phone number
- Email
- Copy of the requested occupation title and job description.

RA Program Coordinator will forward information to OA State Director. OA will communicate directly with the company and will forward information to D.C. for review and processing. No additional involvement will be required from the IowaWORKS staff.

_____ Union involved: Following the initial meeting with the business, email Registered Apprenticeship Program Coordinator with the Union name and occupation. RA Program Coordinator will communicate with OA to ensure the Union does not have international Standards. Please give at least 48 hours for confirmation with OA. If the union has International Standards, OA will work directly with the business.

If the union DOES NOT have International Standards, IowaWORKS staff needs to complete the referral form. Must review the draft OJT and complete the RTI outline with the sponsor. Ensure Labor and Management are equally involved in all meetings. Please provide the name of the of the Labor POC and Management POC as well as the local Union name and number below:

- Management POC:
- Labor POC:
- Union Name and Number:

_____ Expansion of new occupation to existing RA Program: If an RA Sponsor would like to register another occupation to their existing program, please complete the referral form. Submit referral form, OJT/RTI outlines to IWD RA Program Coordinator. Apprenticeship Training Representative will contact the Sponsor to add the occupation to their existing Standards of Apprenticeship.

8 November 2020