



## **POLICY FOR A RELATED TRAINING ELECTRICAL APPRENTICESHIP PROGRAM**

### **Purpose and scope for a board approved apprenticeship program.**

The purpose of this policy is to set forth standards to promote apprenticeship opportunities, and to extend the application of such standards by prescribing policies and procedures for acceptable apprenticeship programs with the board. These policies and procedures cover the registration, cancellation and deregistration of apprenticeship programs and the recognition of the North Dakota State Electrical Board as an authorized agency for registering apprenticeship programs.

### **Eligibility and procedure for registration of an apprenticeship program with the board.**

. For an apprenticeship program to be approved by the board, the program must meet these standards and the program must apply for registration and be registered with the board.

The determination by the board that the program meets the apprenticeship program standards is effectuated only through such registration.

Apprentices must be individually registered under a board approved apprenticeship program and maintain registration as a North Dakota apprentice electrician.

The board must be notified within 45 days of persons who have successfully completed a related training apprenticeship program, or a transfer, suspension, of an apprentice with a statement of the reasons.

A sponsor operating a related training apprenticeship program, when approved by the board, will be accorded a certificate of registration.

Applications for new programs that the board determines meet the required standards for program registration will be given a provisional approval for a period of one year. The board will review all new programs for quality and for conformity with the requirements of this subpart.

(a) A program that conforms with the requirements of this part:

(i) May be made permanent; or

(ii) May continue to be provisionally approved through the first full training cycle.

(b) A program not in operation or not conforming to the regulations during the provisional approval period must be recommended for deregistration.

The board will review all programs for quality and for conformity with the requirements of this subpart.. A satisfactory review of a provisionally approved program will result in conversion of provisional

approval to permanent registration. Subsequent reviews may be conducted every five years or as the board sees fit. Programs not in operation or not conforming to the regulations must be recommended for deregistration.

Any sponsor proposals or applications for modification(s) or change(s) to registered programs must be submitted to the board. The board will decide on whether to approve such submissions. If approved, the modification(s) or change(s) will be recorded and acknowledged and approved as an amendment to such program. If not approved, the sponsor will be notified of the disapproval and the reasons.

### **Criteria for apprentice electricians.**

An apprentice electrician occupation is one which is specified by industry and which must:

- (a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning.
- (b) Be clearly identified and commonly recognized throughout the electrical industry.
- (c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 8,000 hours of on-the-job learning to attain.
- (d) Require related instruction to supplement the on-the-job learning.
- (e) Register as an apprentice with the board within six months of employment as an apprentice electrician.

### **Standards of apprenticeship.**

An apprenticeship program to be eligible for approval and registration by the board must conform to the following standards:

The program must have an organized, written plan (program standards) embodying the terms and conditions of training as defined herein and subscribed to by a sponsor who has undertaken to carry out the apprenticeship training program.

The program standards must contain provisions that address:

- (a) The training of the apprentice electrician.
- (b) The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (at least 8,000 hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches.
  - (i) The time-based approach measures skill acquisition through the individual apprentice's completion of at least 8,000 hours of on-the-job learning as described in a work process schedule.

- (ii) Program standards that utilize the competency-based approach for progression through an apprenticeship and that choose to issue interim credentials must clearly identify the interim credentials, demonstrate how these credentials link to the components of the apprentice electrician, and establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. Further, interim credentials must only be issued for recognized components of an apprentice, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of an apprentice electrician.

An outline of the work processes in which the apprentices in their program will receive supervised work experience and training on the job.

The related training instruction must be in technical subjects related to the occupation. A minimum of 144 hours for each of the four years (successfully completed 576 hours) of board approved apprenticeship training classes is required. 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 board. Every apprenticeship instructor must:

- (a) Meet the board's requirements for an apprenticeship program instructor.
- (b) Have training in teaching techniques and adult learning styles to provide the related technical instruction.

Periodic review and evaluation of the apprentice's performance in related instruction; and the maintenance of appropriate progress records.

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

The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

The granting of advanced standing or credit for demonstrated competency, acquired experience, training, or skills for all apprentices equally.

The transfer of an apprentice between board approved apprenticeship programs and the affected apprenticeship committees or program sponsors and must provide the apprentice's transcript of related instruction and on-the-job learning to apprentice and to the committee or program sponsor the apprentice is transferring to.

Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the program sponsor.

Recording and maintenance of all records concerning apprenticeship as may be required by the board and other applicable law.

**Program performance standards.**

Every approved apprenticeship program must have its apprentices registered with the board.

The board will evaluate performance of approved apprenticeship programs which will include, but are not limited to, quality assurance assessments.

Any additional tools and factors used by the board in evaluating program performance must adhere to the goals and policies of the board articulated in this subpart.

**Deregistration of a registered program.**

Deregistration of a program may be affected upon the voluntary action of the sponsor by submitting a request for cancellation of the registration to the board or if the board determines the program does not meet board requirements.

Every notice of deregistration must contain a provision that the sponsor must, within 15 days of the effective date of the order, notify all registered apprentices of the deregistration of the program; the effective date thereof; and provide to the apprentice information about potential transfer to other registered apprenticeship programs.

**Publication of standards recognition entities and industry-recognized apprenticeship programs.**

The board will make publicly available a list of recognized, suspended, and derecognized apprenticeship programs.

**Review of an approved apprenticeship program**

The board may initiate review/audit of an apprenticeship program if it receives information indicating that an apprenticeship program:

- (a) is not in substantial compliance with this subpart; or
- (b) It is no longer capable of continuing as an apprenticeship program.

As part of the review, the board may provide the apprenticeship program sponsor notice of the review/audit and an opportunity to provide information for the review/audit. Such notice may include a statement of the basis for review, including potential areas in which the apprenticeship program is not in substantial compliance or why the program may no longer be capable of continuing.

Upon conclusion of the review/audit, the board will give written notice to the apprenticeship program sponsor of its findings.