



Registered Apprenticeship Standards

BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE

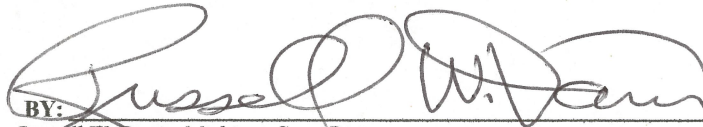
**13850 GRAND RIVER
Detroit, Michigan 48227**

FOR THE OCCUPATION OF

<u>Occupation</u>	<u>RAPIDS Code</u>	<u>O*NET/SOC Code</u>
BUILDING MAINTENANCE REPAIRER	0310HY	49-9071.00
CARPENTER	0067HY	47-2031.01
CONSTRUCTION CRAFT LABORER	0661HY	47-2061.00
RESIDENTIAL CARPENTER	0564HY	47-2031.01
LANDSCAPE TECHNICIAN	0571	37-3011.00

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

Approved by the U.S. Department of Labor Office of Apprenticeship

BY: 

*Russell W. Davis, Michigan State Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR*

Revision Date: _____

4/8/19

Registration Date: **January 22, 2014**

RAPIDS Program Number: **MI018147117**

Developed by: Marc L. DeCoster

☒ Check here if these are revised standards

Change name, address, updated format and RTI



TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP	2
SECTION II - APPENDICES AND ATTACHMENTS	6
SECTION III - SIGNATURES	7
SECTION IV - DISCLOSURE AGREEMENT	7

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE (*Sponsor*) must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the



updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

B. Minimum Qualifications - 29 CFR § 29.5(b)(10)

An apprentice must be at least 18 years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate(optional):

- ☒ There is an educational requirement of HS Diploma or GED equivalent accepted
- ☐ There is a physical requirement of _____
- ☐ The following aptitude test(s) will be administered _____
- ☐ A valid driver's license is required.
- ☐ Other _____

(List all other requirements)

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

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

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

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

E. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE** (*Sponsor*) will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional):

F. Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

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



G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5 (b)(7)

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

H. Apprentice Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. Insert the progressive wage schedule at **Appendix A**.

I. Equal Employment Opportunity and Affirmative Action

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

BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

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

BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

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



J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

Name: Daniel Brookins

Address: 13850 GRAND RIVER

Detroit, MI 48227

Telephone Number: 313-220-2290

Email Address: bcts2012@yahoo.com

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

Name: Marc L. DeCoster

Address: 211 W. Fort Street, Room 1319

Detroit, MI 48226

Telephone Number: 313-226-5654

Email Address: decoster.marc.l@dol.gov



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

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

Name: Marc L. DeCoster

Address: 211 W. Fort Street, Room 1319

Detroit, MI. 48226

Telephone Number: 313-226-5654

Email Address: decoster.marc.l@dol.gov

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a) (7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

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

SECTION II - APPENDICES AND ATTACHMENTS¹

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement (To be completed after registration)*
- ☐ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☐ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

¹ Prospective Sponsors may seek technical assistance with the Office of Apprenticeship in the development of the attachments.



SECTION III - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by **BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE (Sponsor)**, on this 4 day of April 2019.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors" available at: www.doleta.gov/oa/boilerplates/, and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Daniel Brookins

Signature of Sponsor (designee)

(Requires Manual Signature)

Daniel Brookins, JR.

Printed Name

Phyllis Riley

Signature of Sponsor (designee)

(Requires Manual Signature)

Phyllis Riley

Printed Name

SECTION IV - DISCLOSURE AGREEMENT (Optional)

I, Daniel Brookins, JR. (Sponsor Representative), acting on behalf of BROOKINS CONSTRUCTION APPRENTICESHIP INSTITUTE (Sponsor) authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

(Requires Manual Signature)

Date

Daniel Brookins, JR.

Printed Name