

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> New National Program Standards for Lucent-IBEW National Joint Apprenticeship Committee <u>Code:</u> 400.1
Symbols: DNIP/FDK		<u>Action:</u> Immediate

PURPOSE: The purpose of this Bulletin is to inform Office of Apprenticeship Training, Employer and Labor Services (OATELS) Bureau of Apprenticeship and Training (BAT) Staff of the registration of new National Program Standards, Affirmative Action Plan and Selection Procedure for Lucent Technologies.

BACKGROUND: These Standards were submitted by the Lucent Technologies and IBEW National Joint Apprenticeship Committee. A formal signing ceremony took place on April 7, 1999. Lucent Technologies and the International Brother of Electrical Workers have developed a new model in manufacturing facilities located in existing Lucent/IBEW plant locations around the country. The Business and Communication Systems Business Unit of Lucent funded and initiated the program. This new model is called a Product Realization Center. Its mission is excellence, responsiveness, and minimal time concept, to product, to market. Two Product Realization Centers are in place (Denver, Colorado and Shreveport, Louisiana). It is anticipated that six more Product Realization Centers located throughout the United States will be participating in the training. This program is being serviced by DNIP staff. All apprentices nation wide will be registered by DNIP.

Copies of the National Standards are being forwarded to all BAT offices. The Affirmative Action plan is on file in DNIP.

ACTION: State Directors, please share this information with our SAC partners where appropriate.

Attachment

NATIONAL
STANDARDS OF APPRENTICESHIP

DEVELOPED BY

LUCENT TECHNOLOGIES

and IBEW

JOINT APPRENTICESHIP

COMMITTEE

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR

REGISTERED AS INCORPORATING THE BASIC STANDARDS
RECOMMENDED BY THE UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
EMPLOYMENT AND TRAINING ADMINISTRATION

APPROVED BY: 
ANTHONY SWOOPE, NATIONAL DIRECTOR

NATIONAL REGISTRATION NO. N93061
DATE REGISTERED: April 7, 1999
AIMS NO. _____

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Foreword

Apprentice training consists of systematic instruction and experience in all the practical aspects of work in a skilled occupation offered to a worker entering industry.

The communications, government, maintenance, manufacturing, service, transportation and utility industries are unique in that their work requires mechanical, technical, and professional knowledge and skills. These industries must select individuals who have a natural aptitude for using tools and who can and will keep up with progress in the industry.

By the nature of the work in these industries, a high degree of personal responsibility is expected from the journey worker. Although supervision is provided on many jobs, the worker still finds himself or herself called upon constantly to make decisions regarding the best and safest methods of work to produce given results.

These industries have become highly complex and faulty work could prove extremely hazardous and expensive. The modern journey worker takes pride not only in the technical correctness and structural soundness of the work but also in its appearance.

The Joint Apprenticeship Committee representing the parties of the basic collective bargaining agreement has dedicated its efforts to developing an efficient program of apprenticeship so that the apprentices of today, through a proven systematic program of schooling and on-the-job training, may become the qualified, all-around journey workers of tomorrow. The degree of success that a Joint Apprenticeship Committee has in its operation will depend entirely upon the willingness of those in industry, to cooperate in this important joint activity.

BACKGROUND

Lucent Technologies Product Realization Center Agreement

Lucent Technologies and the International Brotherhood of Electrical Workers have bargained a new contract intended to offer both new opportunities for competitiveness and excellence in the struggle for world manufacturing markets. In an effort to break new ground for manufacturing responsiveness, a new concept in the deployment of manufacturing resources has been bargained. Lucent will develop manufacturing facilities in existing IBEW/Lucent plant locations based on a new model. This new model is called a Product Realization Center. Its mission is excellence, responsiveness, and minimal time from concept, to product, to market.

To staff the Product Realization Center Lucent and IBEW bargained an equally new position titled Production Technologist along with an apprenticeship system designed to provide the training needed to work and compete in the new business environment. Production Technologists, upon completion of the apprenticeship, will have no peer in the electronics manufacturing industry for breadth and depth of skills and knowledge. Production Technologists will be versed in every facet of producing a finished product, from design to shipping. The position of Production Technologist is about breadth of skills, use of the latest technologies, and mental nimbleness to meet the constantly changing requirements of the market. It is a new way of doing business. It is a new way of being a frontline worker.

The apprenticeship system is also a new system. It is designed to:

- . recognize skills acquired in the apprenticeship - not time in the apprenticeship,
- . permit an apprentice to advance as quickly as talent and acquired skills allow
- . permit both the company and the apprentice flexibility in scheduling training and work assignments,
- . provide opportunities for the apprentice to obtain a college or university bachelor's degree, a community college associate's degree, a certificate of accomplishment from an university, and/or the certificate of completion as a journey-level Production Technologist,
- . encourage innovation in manufacturing,
- . promote flexibility and diminish the impact of bureaucratic work rules to enhance competitiveness,
- . invest in the ultimate resource, the people.

DEFINITIONS

APPRENTICESHIP INFORMATION MANAGEMENT SYSTEM (AIMS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

APPRENTICE: An individual meeting the qualifications described in these Standards of Apprenticeship who has signed an Apprenticeship Agreement providing for training and related instruction under these Standards, and who is registered with the United States Department of Labor, Bureau of Apprenticeship and Training

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

COMPLETION CERTIFICATE: The Certificate of Completion issued by the Registration Agency to those registered apprentices successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

JOINT APPRENTICESHIP COMMITTEE: Shall be composed of equal representation from Lucent Technologies and the International Brotherhood of Electrical Workers. The Joint Apprenticeship Committee is the national apprenticeship committee, having national scope and national responsibilities. Duties are outlined under Section 3 of these Apprenticeship Standards.

JOINT OVERSIGHT COMMITTEE: Shall be composed of equal representation from Lucent Technologies and the International Brotherhood of Electrical Workers. Joint Oversight Committees are local apprenticeship committees responsible to execute and conform to the policies of the Joint Apprenticeship Committee at specific Lucent sites. Duties are outlined under Section 3 of these Apprenticeship Standards.

NATIONAL STANDARDS OF APPRENTICESHIP: This entire document, including addendum.

REGISTRATION AGENCY: The U. S. Department of Labor, Bureau of Apprenticeship and Training

SPONSOR: The sponsor, identified by the Certificate of Registration, and in whose name these Standards of Apprenticeship are registered.

SECTION I. AUTHORITY AND POLICY

- 1.1. These standards derive their authority from the Lucent/IBEW collective bargaining agreement.
- 1.2. No section, or part, of these Standards shall conflict with the Collective Bargaining Agreement. Where such conflict may appear, the Collective Bargaining Agreement shall prevail.
- 1.3. The apprenticeship and training program shall be administered by the JAC, and all apprentices shall conform to the rules and regulations described in these standards.
- 1.4. The JAC derives its authority from the collective bargaining agreement for Product Realization Centers setting forth the policies and procedures governing the selection, and development of Product Realization Centers.
- 1.5. The membership of the JAC is taken from International IBEW and Corporate Relations (membership: EM 3 Council President, International Representative assigned by IBEW and Corporate Labor Relations Vice President).
- 1.6. In the event the Employer and the Union representatives on the JAC cannot agree on the administration of the program, the matters in dispute shall be referred to the sponsoring parties for settlement.
- 1.7. The parties in these standards shall refer all issues pertaining to apprenticeship and training to the JAC for action or recommendations before action is taken by the individual sponsoring organizations.
- 1.8. The Apprenticeship and Training Standards here stated shall supersede any previous standards related to the Production Technologists.

SECTION 2. COMPOSITION OF THE APPRENTICESHIP COMMITTEES

JOINT APPRENTICESHIP COMMITTEE

- 2.1 The Joint Apprenticeship Committee shall be composed of equal representation by two persons representing Lucent technologies and two persons representing the International Brotherhood of Electrical Workers.
- 2.2 Members of the Joint Apprenticeship Committee shall be selected by the groups they represent. The term of office of each member shall be three years. The term of one Employer representative and one Union representative shall expire each year, and vacancies shall be filled in the same manner as the original appointments were made. A Joint Apprenticeship Committee member may succeed himself or herself.
- 2.3 The Joint Apprenticeship Committee shall select from its membership, but not both from the same party, a chairman and a secretary who shall retain voting privileges.

- 2.4 Any member of the Joint Apprenticeship Committee may be removed for cause and replaced by action of the appropriate sponsoring party in the same manner as the original appointment was made. The removal of any officer or Joint Apprenticeship Committee member may be recommended by a majority vote of the Joint Apprenticeship Committee. Such a recommendation and the reasoning therefore, shall be forwarded in writing to the party sponsoring that member.
- 2.5 Consultants may be invited to attend meetings of the Joint Apprenticeship Committee but shall have no official voice or vote.
- 2.6 The Joint Apprenticeship Committee may appoint joint *oversight* subcommittees or representatives who will manage the program in their respective areas and report to the Joint Apprenticeship Committee. (Note: A representative may be desired on certain occasions to represent the Joint Apprenticeship Committee at conferences, workshops, and training seminars. This person should be appointed by the Joint Apprenticeship Committee and not by the Employer or Local Union.)

JOINT OVERSIGHT COMMITTEE

- 2.7 The Joint Oversight Committee shall be composed of equal representation of four members of management assigned by the local manager to represent Lucent Technologies and four union members from the local site assigned by the local union president to represent the International Brotherhood of Electrical Workers.
- 2.8 A Joint Oversight Committee member may also serve as a member of the Joint Apprenticeship Committee.
- 2.9 Members of the Joint Oversight Committee shall be selected by the groups they represent. The term of office of each member shall be three years. The term of one Employer representative and one Union representative shall expire each year, and vacancies shall be filled in the same manner as the original appointments were made. A Joint Apprenticeship Committee member may succeed himself or herself.
- 2.10 The Joint Oversight Committee shall select from its membership, but not both from the same party, a chairman and a secretary who shall retain voting privileges.
- 2.11 Any member of the Joint Oversight Committee may be removed for cause and replaced by action of the appropriate sponsoring party in the same manner as the original appointment was made. The removal of any officer or Joint Oversight Committee member may be recommended by a majority vote of the Joint Oversight Committee. Such a recommendation and the reasoning therefore, shall be forwarded in writing to the party sponsoring that member.
- 2.12 Consultants may be invited to attend meetings of the Joint Oversight Committee but shall have no official voice or vote.

- 2.13 The Joint Oversight Committee may appoint joint subcommittees or representatives who will manage the program in their respective areas and report to the Joint Oversight Committee. (Note: A representative may be desired on certain occasions to represent the Joint Oversight Committee at conferences, workshops, and training seminars. This person should be appointed by the Joint Oversight Committee and not by the Employer or Local Union.)
- 2.14. The Product Realization Centers interested in participating in this apprenticeship program will notify the Joint Apprenticeship Committee. The Joint Apprenticeship Committee will, in turn, notify the Registration Agency (BAT) of its intent in regards to the Product Realization Center. The Joint Apprenticeship Committee and the Registration Agency will jointly provide technical assistance to the Product Realization Center in meeting the requirements for participation, including assistance and guidance for developing all required documents.
- 1 Documents each Product Realization Center must submit to the Joint Apprenticeship Committee prior to participating in this program, and which will become a part of these Standards once approved, include:
 - 2 The Product Realization Center Addendum Application and Registration Agreement. (Attachment F)
 - 3 The Affirmative Action Plan (detailed outreach and recruitment efforts) and goals/timetables for the operation of the apprenticeship program in the Product Realization Center.
 - 4 The Complaint Procedure (Section 28) with the appropriate local/state contacts for receiving complaints.

SECTION 3. DUTIES OF THE COMMITTEE

JOINT APPRENTICESHIP COMMITTEE

- 3.1 In conformity, with these Apprenticeship and Training Standards and the currently approved Collective Bargaining Agreement for Product Realization Centers, the Joint Apprenticeship Committee shall establish rules and requirements governing the policies, administration, supervision, education and training of Production technologists.
- 3.2 The Joint Apprenticeship Committee shall meet regularly (at least once quarterly), on call of the Chairman, or at the call of a local Joint Oversight Committee for a plenary session. (Note: committee meetings should be scheduled regularly to handle such items as advancements, disciplinary action where necessary, disputes involving apprentices and the progress review of each apprentice.)
- 3.3 The Joint Apprenticeship Committee shall consider and act on all national issues related to the Production Technologist apprenticeship and training program.
- 3.4 The Joint Apprenticeship Committee shall create a Local Joint Oversight Committee at each Product Realization Center or site employing Production technologists to administer and deliver the apprenticeship program. The Joint Apprenticeship Committee will be responsible for reviewing the Joint Oversight Committee's package for recognition prior to submitting it to the Bureau for implementation
- 3.5 The Joint Apprenticeship Committee shall establish minimum standards of education and on-the-job experience for apprentices. The Joint Apprenticeship Committee shall also establish the minimum training requirements for all other Collective Bargaining Agreement classifications.
- 3.6 The Joint Apprenticeship Committee shall establish an apprentice selection process to be used under these standards, following the rules and requirements established by the Collective Bargaining Agreement
- 3.7 The Joint Apprenticeship Committee shall assist the Employer in determining the need for apprentices and/or trainees as well as the facilities required to educate and train the apprentices
- 3.8 The Joint Apprenticeship Committee shall establish such rules and policies as it deems necessary for the successful operation of the training program.
- 3.9 The Joint Apprenticeship Committee shall hear and consider all violations of it's rules and or the Apprenticeship Agreement that are referred to the Joint Apprenticeship Committee or that it deems appropriate to hear and consider, and shall make such rulings as it deems necessary in each individual case.

- 3.10 The Joint Apprenticeship Committee shall prepare and distribute a written policy statement that sets forth the current rules and requirements for the conduct of the national program. Such a policy statement shall be subject to revision by the Joint Apprenticeship Committee without notice. Revisions shall be distributed in the same manner as the original policy.
- 3.11 The Joint Apprenticeship Committee may call on consultants in the education, apprenticeship and technical fields for help and guidance when deemed necessary.
- 3.12 In addition to the duties previously outlined, it shall be considered the duty of the Joint Apprenticeship Committee to see that the remaining sections of these Standards are enforced.

JOINT OVERSIGHT COMMITTEES

- 3.13 The Joint Oversight Committee shall administer and deliver the apprenticeship program at the local site adhering to the collective bargaining agreement and the national policies and rules of the Joint Apprenticeship Committee.
- 3.14 The Joint Oversight Committee shall keep the Joint Apprenticeship Committee informed regarding the condition and operation of the Production Technologist Apprenticeship at its local level.
- 3.15 The Joint Oversight Committee shall administer the processes and procedures developed by the Joint Apprenticeship Committee for the orientation, recruitment, and selection of employees who wish to participate in the apprenticeship. The Joint Oversight Committee shall select Apprentices from among those applicants who qualify, under these standards and/or rules and requirements established by the Collective Bargaining Agreement establishing application schedules developed in response to local needs for Production Technologists.
- 3.16 The Joint Oversight Committee shall assist the Employer in determining the need for apprentices and/or trainees as well as the facilities required to educate and train the apprentices and/or trainees.
- 3.17 For each apprentice, the Joint Oversight Committee shall keep complete and accurate information of education and on-the-job experience that he or she must receive as outlined in these Standards. A copy of these records will be forwarded to the Joint Apprenticeship Committee.
- 3.18 The Joint Oversight Committee shall establish such local rules and policies as it deems necessary for the successful operation of the training program at its site.

The Joint Oversight Committee shall distribute the Joint Apprenticeship Committee's written policy statement that sets forth the current rules and requirements for the conduct of the national program. The Joint Oversight Committee shall prepare and distribute written policy statements that set forth any local rules. Such local policy statements shall be subject to revision by the Joint Oversight Committee without notice. Revisions shall be distributed in the same manner as the original policy. Local

policy may not supersede national policy.

- 3.19 The Joint Oversight Committee shall hear and consider all violations of its rules and or the Apprenticeship Agreement, and shall make such rulings as it deems necessary in each individual case. Any matters incapable of resolution at the local level shall be referred to the Joint Apprenticeship Committee for resolution.
- 3.20 The Joint Oversight Committee may call on consultants in the education, apprenticeship and technical fields for help and guidance when deemed necessary.
- 3.21 In addition to the duties previously outlined, it shall be considered the duty of the Joint Oversight Committee to see the remaining sections of these Standards enforced.
- 3.22 The Joint Oversight Committee may call for the Joint Apprenticeship Committee to convene a plenary session of the Joint Apprenticeship Committee and Joint Oversight Committee committees.
- 3.23 The Joint Oversight Committee shall designate a Supervisor of Apprentices to be responsible for the apprentice's instruction and experience outlined in the schedule of work processes, for the attendance at related instruction classes, and for notifying the Bureau of Apprenticeship and Training of all actions as required by the standards.
- 3.24 The Joint Oversight Committee shall outline additional local skills required by the Production Technologist. Local skills are those skills that are required to be effective as a journey worker at a local site but go beyond those skills outlined in the national apprenticeship agreement. It is expected that less than about 10% of all skill requirements would be local skills.
- 3.24 The Joint Oversight Committee shall recruit new hires, if no qualified candidates are available from selection process as described in the Lucent - IBEW contract and in accordance with Title 29, CFR Part 30.

SECTION 4. DEFINITION OF AN APPRENTICE

- 4.1 An apprentice is an individual meeting the qualifications described in Section 5 of these Apprenticeship Standards who has signed an Apprenticeship Agreement providing for training and related instruction under these Apprenticeship Standards and who is registered with the Registration Agency.
- 4.2 As a learner of the occupation, the individual shall be provided on-the-job training and related instruction in all areas of the occupation for which he or she is serving an apprenticeship.

SECTION 5. QUALIFICATIONS FOR APPRENTICESHIP PROGRAM

To be selected for the Production Technologist Apprenticeship a candidate must:

- 5.1 Must be at least 18 years of age.
- 5.2 Have a high school education or its equivalent and shall furnish the Joint Oversight Committee with a transcript of high school courses, grades or other conclusive evidence of a proper educational background.
- 5.3 Pass the apprenticeship screening test battery, properly validated under requirements of U.S. Department of Labor Regulation 29 CFR 1607. (41 CFR 60.3)
- 5.4 Satisfy the Apprenticeship interview process established by the Joint Apprenticeship Committee.
- 5.5. Must be physically able to perform the essential functions of the occupation without endangering themselves or co-workers. A physical exam may be required at the time a job offer is made.

SECTION 6. SELECTION OF APPRENTICES

- 6.1 The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Joint Apprenticeship Committee 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.

SECTION 7. TERM OF APPRENTICESHIP

This is a performance based apprenticeship program premised on competencies demonstrated in lieu of time considerations.

- 7.1 The apprenticeship training is composed of sixteen sets of competencies hereinafter called Units.
- 7.2 The time permitted to succeed at any given unit is six months.
- 7.3 The JAC establishes the calendar for six month time frames.
- 7.4 The JOC Committee administers the six month time frames and schedules Units.
- 7.5 The Apprentices, at their discretion, may test out of Units at a pace faster than the scheduled pace.
- 7.7 To complete and be certified at a Unit the apprentice must succeed at the validated competency tests designed for that set of objectives and complete on the job training.

SECTION 8. CONTINUATION OF APPRENTICESHIP

- 8.1 Each apprentice must be certified to progress to another set of scheduled apprenticeship competencies. Each apprentice will be given two successive chances to become certified at each set of apprenticeship competencies. Failure to be certified in a set of competencies within two chances results in elimination from the apprenticeship, and return to the same step in progression they would be in if they had not left their former job.
- 8.2. Each apprentice is responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor. This record will be included in each apprentice's record file maintained by the Joint Apprenticeship Committee.
- 8.3. Before each period of advancement, or at any other time when conditions warrant, the Joint Apprenticeship Committee evaluates 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 unsatisfactory, the Joint Apprenticeship Committee 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.
- 8.4 Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker, the Joint Apprenticeship Committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
- 8.5. For personnel purposes, the Product Realization Center is considered a separate universe from the host location. Employees who become apprentices may return to their former universe, if seniority allows, if the apprentice no longer wishes to participate, if the apprentice is not able to complete the certification process, or if the apprentice is surplus.

SECTION 9. CREDIT FOR PREVIOUS EXPERIENCE

- 9.1 Recognition for previous experience may only be obtained by succeeding at the tests for a given set of competencies. Such tests may be both written and/or performance tests. Apprentices may elect to test out of a given set of objectives. However, the apprentice is cautioned that taking such an action uses one of the two opportunities to succeed at a set of objectives.
- 9.2 Apprentices who receive credit for previous experience shall be paid, upon certification to a set of competencies, the wage rate of the period that such credit advances them at the next time that raises are scheduled.
- 9.3. All apprentices now employed by those signatory to these Standards shall be placed under these Standards and given full credit for the time they have already served as apprentices.
- 9.4 The granting of advanced standing will be uniformly applied to all applicants.

SECTION 10. APPRENTICESHIP AGREEMENT

- 10.1 After an applicant for apprenticeship has been approved, and before the individual is classified as an apprentice enrolled in related instruction classes, the individual shall sign an apprenticeship agreement with the Joint Apprenticeship Committee. The provisions in the Agreement shall be shown in the sample agreement attached to and made a part of these Standards. (Attachment C) Likewise these Standards shall be considered as a part of the Apprenticeship Agreement.
- 10.2 Each approved applicant shall be given an opportunity to study the Standards, the Joint Apprenticeship Committee policies, and the Apprenticeship Agreement before the individual signs the Agreement.
- 10.3 The following shall receive a copy of the Apprenticeship Agreement once registered - the apprentice, the Joint Apprenticeship Committee, and the Joint Oversight Committee. The original will be maintained by the Registration Agency.

SECTION 11. PROBATIONARY PERIOD

- 11.1 The first 1,000 hours of employment after the signing of the agreement shall be a probationary period. During this period, either party, without the formality of a hearing, may cancel the Apprenticeship Agreement.
- 11.2 The Registration Agency will be notified of such cancellations.
- 11.3 After the probationary period, the agreement may be canceled at the request of the apprentice, or may, be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, with written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION 12. ADVANCEMENT OF APPRENTICES

- 12.1. The only mechanism for advancement is certification in the sets of job competencies by successfully passing the tests and on the job training for a Unit.
- 12.2 An apprentice has two opportunities to demonstrate competency in each Unit. The apprentice may elect to use those opportunities by taking the related instruction and on-the-job training and taking the related tests or by just taking the test. The apprentice is cautioned to use these testing opportunities wisely. Failing to succeed in being certified within two efforts results in elimination from the apprenticeship, and the former apprentice will return to the same step in progression they would have been at had they not joined the apprenticeship.
- 12.3 The time permitted to succeed at any given scheduled unit is six months.

- 12.4 The Joint Oversight Committee establishes the calendar for the six-month time frame.
- 12.5 The apprentices, at their discretion, may test out of Units at a pace faster than the scheduled pace.
- 12.6 To complete and be certified at a Unit, the apprentice must succeed at the validated competency tests designed for that set of objectives and complete the on the job training.

SECTION 13. RATIO

- 13.1 Until such time as Production Technologist journey workers exist, existing subject matter experts in the apprenticeship locations will fulfill the role of journey worker in their respective fields, e.g., surface mount technology, electronic testing.
- 13.2 Once adequate numbers of Production Technologist exist, the ratio of apprentices to journey workers shall be as provided in the currently approved Collective Bargaining Agreement between Lucent and the IBEW.

SECTION 14. WAGE SCHEDULE

- 14.1 Apprentices' wages shall be as prescribed in the Collective Bargaining Agreement for Product Realization Centers.

SECTION 15. ADJUSTMENT OF DIFFERENCES

- 15.1 The Joint Apprenticeship Committee shall act on all differences pertaining to apprenticeship.
- 15.2 The Joint Apprenticeship Committee may cancel, or cause to have canceled, an individual's Apprenticeship Agreement. Such cancellation by the Joint Apprenticeship Committee shall cancel the classification of the apprentice and the opportunity to complete training in the occupation.
- 15.3 Any apprentice, having first exhausted due process with the Joint Oversight Committee, shall have the right to appear before the Joint Apprenticeship Committee.
- 15.4 The Apprenticeship Agreement may also be canceled by mutual consent of all parties of the Agreement.
- 15.5 The Registration Agency will be notified of all such cancellations.

SECTION 16. HOURS OF WORK

- 16.1 The apprentice shall work the hours that are specified in the currently approved Collective Bargaining Agreement for Product Realization Centers.
- 16.2 Should the apprentice be required to work overtime, the individual shall be given credit for the type of work performed during that overtime and be subject to other general conditions of employment as specified in the currently approved Collective Bargaining Agreement.

SECTION 17. SAFETY AND HEALTH TRAINING

- 17.1 The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is 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 federal standards.

SECTION 18. CERTIFICATE OF COMPLETION

- 18.1 Upon successful completion by the apprentice of the formal apprenticeship program as detailed in these Standards (as determined by the Joint Apprenticeship Committee), the apprentice shall be issued an appropriate certificate of completion by the International Office of the International Brotherhood of Electrical Workers. *The Joint Apprenticeship Committee will forward a certification of completion request to the Bureau of Apprenticeship and Training for issuance of a Federal certificate of completion.

*(*NOTE: Joint Oversight Committees deviating from these standards are required to file such deviations with the International Office of the International Brotherhood of Electrical Workers in order to become eligible to receive certificates of completion of apprenticeship.)*

- 18.2 The issuance of a Certificate of Completion of apprenticeship by the International Brotherhood of Electrical Workers does not grant a right to perform work for which a license is required.
- 18.3 The issuance of a Certificate of Completion of Apprenticeship by the Joint Apprenticeship Committee and the Bureau of Apprenticeship and Training shall in no way affect the job classification of the employee except as defined in the currently approved Collective Bargaining Agreement.

SECTION 19. RELATED INSTRUCTION

- 19.1 Each apprentice shall be required to take a *minimum* of 144 hours per year of related instruction for each year of the apprenticeship. (Attachment B)
- 19.2 The time spent in this related instruction shall be in addition to the required number of hours of "on-the-job" training.

- 19.3 The Joint Apprenticeship Committee may secure, or cause to be secured, competent instructors whose knowledge, experience and ability to teach shall be carefully examined.
- 19.4 When possible, the instructors shall take such teacher training courses as are reasonably available.
- 19.5 The Joint Apprenticeship Committee may use proprietary vocational, Community College, University, and Distance Learning to deliver their curriculum. However, such courses must be approved by a national association recognized for that purpose, a state's Department of Public instruction, or the International Office of the IBEW.
- 19.6 Each apprentice shall be required to undertake a minimum of one Unit every six months. The apprentice shall be required to pursue the related instruction offered for the selected set of job competencies. Or, at the apprentice's election, test out of the selected Unit. Having undertaken a scheduled Unit, the apprentice must successfully complete the competency testing by the end of six months or be considered to have consumed one testing opportunity.

SECTION 20. WORK EXPERIENCE

- 20.1 The apprentice shall work under the supervision of a journeyworker or subject matter expert, whichever is applicable. Supervision should not be of such a nature as to prevent the development of the initiative and responsibility of the apprentice.
- 20.2 In order that the apprentice may acquire the necessary skills, he or she shall (as early as possible) be provided with the work process and training as outlined in the attached Occupational Schedule, but not necessarily in the sequence shown.
- 20.3 The assigned hours of required experience shall be based upon a realistic picture of employment opportunity in the local area.
- 20.4 A locally acceptable schedule of work and related instruction shall be attached to these Standards (Attachments A and B) and copies shall be forwarded to the International Brotherhood of Electrical Workers, 1125 15th Street, NW, Washington, D.C. 20005. If the local on-the-job training outline or related instruction deviates significantly from these National Standards, the Bureau of Apprenticeship and Training will be provided a copy for review and registration.

SECTION 21. PROGRESS EVALUATION

- 21.1 Apprentices shall be examined for competency upon successful completion of tasks learned prior to advancement to the next phase of the training and whenever the Program Sponsor deems such examination necessary to evaluate progress.

- 21.2 The apprentice's progress in the related instruction and his or her on-the-job performance records shall be considered an integral part of this evaluation.
- 21.3 Progress appraisals will be prepared periodically, discussed with the apprentice, signed, and forwarded through appropriate channels to be made part of the apprentice's file.

SECTION 22. TRANSFER OF TRAINING OBLIGATION

- 22.1 In the event the employer is unable to fulfill its obligation under the apprenticeship agreement, the apprentice may be transferred to another employer operating the same program.
- 22.2 Such transfers are subject to the consent of the apprentice and of the Program Sponsor. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION 23. RECORDS

- 22.1 The Joint Apprenticeship Committee shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), selection, employment, and training. The records will be made available to the registration agency upon request.

SECTION 24. REGISTRATION

- 24.1 The registration of these National Standards of Apprenticeship by the Bureau of Apprenticeship and Training certifies that the standards conform to the labor standards that the U.S. Department of Labor believes are necessary to safeguard the welfare of apprentices. The Labor Department's general labor standards for apprenticeship programs are set forth in Title 29 of the Code of Federal Regulations, Part 29.
- 24.2 The Bureau of Apprenticeship and Training, U.S. Department of Labor shall be notified of the following:
 - 24.2.1 The registration of an apprentice.
 - 24.2.2 The cancellation of apprenticeship agreement
 - 24.2.3 The completion of this program by the apprentice and request for issuance of a certificate of completion.
 - 24.2.4 Modification or changes in these Standards.

SECTION 25. DEREGISTRATION

- 25.1 This program may be canceled voluntarily by the sponsor's request for cancellation of the registration. The program may also be deregistered, for reasonable cause, by the Bureau of Apprenticeship and Training, U.S. Department of Labor, when the Bureau institutes formal deregistration proceedings in accordance with the provisions of Title 29 of the Code of Federal Regulations, Part 29.
- 25.2 Upon deregistration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of the deregistration or cancellation, and the effect of such action. This notification will conform to the requirements of Title 29 of the Code of Federal Regulations, Part 29.7.

SECTION 26. MODIFICATION OF STANDARDS

- 26.1 Rapid changes by the industry may require modification or revision of these standards. Such modifications, when adopted, shall be made a matter of record with the Registration Agency.
- 26.2 Modification or changes in these Standards shall not alter current standings of registered apprentices, without the consent of all parties involved.

SECTION 27. RULES AND POLICIES

- 27.1 The rules and policies of the Joint Apprenticeship Committee as currently in existence or as may be adopted from time to time shall have full force and effect under these Standards.

SECTION 28. COMPLAINT PROCEDURE

If an apprentice believes an issue exist that adversely affects his or her participation in the program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought under the provisions of this Section.

The apprentice's initial contact is the Joint Oversight Committee who will attempt to resolve the issue or direct the apprentice to the following avenues;

- A. The apprentices must seek resolution through the applicable bargaining agreement.
- B. Any apprentice or applicant for apprenticeship who believes that he or 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 or her selection have not been followed in the operation of an apprenticeship program, may contact directly the EEO office of the Product Realization Center, the local office of the federal Equal Employment Opportunity Commission (EEOC), and/or the US Department of Labor, Bureau of Apprenticeship and Training.
- C. Complaints to the US Department of Labor, which maybe filed by the

apprentice or through the authorized representative for the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards

SECTION 29. OFFICIAL ADOPTION OF STANDARDS

The foregoing Standards of Apprenticeship are hereby officially adopted this 7th day of April, 1999.

Representing Lucent Technologies:

Ralph P. Craviso 4/7/99
Signature Date

RALPH P CRAVISO
Printed Name

Signature Date

Printed Name

Representing the IBEW:

J. J. Barry 4/7/99
Signature Date

J. J. BARRY
Printed Name

Signature Date

Printed Name

Attachment A

OCCUPATIONAL SCHEDULE

This is a performance based apprenticeship program premised on competencies demonstrated in lieu of time considerations. The apprenticeship is composed of sixteen sets of competencies called Units. The time permitted to succeed at any given unit is six months. The Apprentice, at their discretion, may test out of the Units at a pace faster than the scheduled pace. To complete and be certified in a Unit, the apprentice must succeed at the validated competency tests designed for that set of objectives and complete the on the job training.

On-the-Job Training Experience

1. Manufacturing Control Systems
Troubleshoot and improve manufacturing systems; plan and manage production schedules
2. Introduction to DC Electronics
Read and interpret schematics; measure DC electrical values with appropriate instrumentation; troubleshoot DC circuits and related components; manual soldering.
3. Introduction to AC Electronics
Read and interpret schematics, measure AC/DC values with appropriate instrumentation; troubleshoot common AC and DC circuits and related components; micro-miniature soldering.
4. Semiconductor Devices and Applications
Read/interpret schematics; troubleshoot semiconductors and sub-circuits; measure input/output values with appropriate instrumentation.
5. Digital Devices and Circuitry
Read/interpret schematics; troubleshoot digital devices related support circuitry; measure input/output values and logic states using appropriate instrumentation.
6. Industrial/Solid State Controls & Systems
Read/interpret schematics; troubleshoot industrial control circuits; measure input/output values and logic states using appropriate instrumentation; troubleshoot related devices such as power distribution devices, pilot devices, industrial timers, industrial sensors, and electrical motors.
7. Microprocessors
Read/interpret schematics; troubleshoot microprocessors and interfaces including supporting subsystems; measure input/output values and logic states using appropriate instrumentation.

8. Wireless Communication
Read/interpret schematics, troubleshoot RF devices and circuits; measure input/output values and logic states using appropriate instruments.
9. Blueprint Reading for Manufacturing
Read and interpret engineering drawings, geometric dimensioned and toleranced drawings, fluid power symbology and manuals for equipment and systems.
10. Introduction to Mechanical Systems
Read and interpret catalogs and published data; plan, schedule, and perform routine maintenance of equipment/systems; perform routine troubleshooting; measure performance of system with appropriate instrumentation.
11. Introduction to Surface Mount Technology
Setup and operate automated component placement equipment; operate electrostatic discharge control system; operate statistical process control system
12. Surface Mount Technology 2
Setup and operate automated packaging equipment, screen printing processes, automated soldering processes automated curing or heat processes; assist in surface development/deployment of surface mount production cell and cycle-time reduction process.
13. Industrial Data Processing
Identify information technology applications; use hardware system software, application software, and data files in a manufacturing information system.
14. Industrial Quality Control
Apply data collection and statistical analysis methods for quality control; participate in operation of quality control system using SPC methods.
15. Total Quality Control
Apply requirements of ISO9000 to the processes and procedures of the P.C.; participate in development and use of continuous improvement plans and total quality systems; assist in managing the performance of the P.C.
16. LAN Technology and Automated Data Collection
Install computer systems and support and troubleshoot factory network; attach and manage on-line devices for data collection, telemetry, and control; connect LAN to larger LAN and WAN environment.

ATTACHMENT B

**RELATED INSTRUCTION OUTLINE
National Production Technologist Apprenticeship Program
Electronics Block**

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to DC Electronics	3		Manual Soldering	12		
			Lead Awareness	8		
Total Hours	45		Total Hours	20		Total Hours
						Grand Total Classroom Total Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

**National Production Apprenticeship Program
First Training Block**

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
			Computer Skills	15		Local Product Overview
Principles of Manufacturing Operations	3	45	Teamwork	12		
			Math Refresher			
Total Hours	4	45	Total Hours	47		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to AC Electronics	3		Micro-Miniature Soldering	6		
Total Hours	45		Total Hours	6		Total Hours
						Grand Total Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Semiconductor Devices and Applications	3		Safety	20		
Total Hours	45		Total Hours	20		Total Hours
						Grand Total Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Industrial/Solid State Controls & Systems	3		Conflict Reselution	8		
Total Hours	45		Total Hours	8		Total Hour
						Grand Total: Classroom and Laboratory Hour

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Digital Devices and Circuitry	3		Communication Skills	8		
Total Hours	45		Total Hours	8		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Wireless Communications	3		Problem-Solving	12		
Total Hours	45		Total Hours	12		Total Hour
						Grand Total Classroom and Laboratory Hour

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Microprocessors	3		Effective Meetings	8		
Total Hours	45		Total Hours	8		Total Hour
						Grand Total Classroom and Laboratory Hour

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Blueprint Reading for Manufacturing	3		Statistical Process Control	12		
Total Hours	45		Total Hours	12		Total Hours
						Grand Total Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to Mechanical Systems	3		ISO 9000	12		
Total Hours	45		Total Hours	12		Total Hour
						Grand Total: Classroom and Laboratory Hour

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Surface Mount Technology 2	3		Cycle-Time Reduction	12		
Total Hours	45		Total Hours	12		Total Hour
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to Surface Mount Technology	3		Supplier Certification	12		
Total Hours	45		Total Hours	12		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to Computer Systems	3			8		
Total Hours	45		Total Hours	8		Total Hour
						Grand Total: Classroom and Laboratory Hour

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Introduction to Business Statistics	3		Customer Service	8		
Total Hours	45		Total Hours	8		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Quality Systems and Methods	3		Diversity	12		
Total Hours	45		Total Hours	12		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

National Production Technologist Apprenticeship Program

Core Credit Classes	Credit Hours	OJT	Core Non-Credit Classes	Clock Hours	OJT	Site Specific Training
Resource Planning and Control	3		Teamwork and Trust	8		
Total Hours	45		Total Hours	8		Total Hours
						Grand Total: Classroom and Laboratory Hours

All time spent working as an apprentice pursuing advancement of job skills can be shown as On the Job Training.

In a six month period using 40 hour work weeks approximately 1000 hours is available for apprenticeship training.

ATTACHMENT C
SAMPLE APPRENTICESHIP AGREEMENT

Apprenticeship Agreement
Bureau of Apprenticeship and Training

U.S. Department of Labor
Employment and Training Administration



Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

OMB No. 1205-0223
Expires: 11/30/99

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act, as amended. (Privacy Act of 1974) (P.L. 93-579).

The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

Part A: To be completed by sponsor

1. Sponsor (Name and address) Program No. _____

2a. Trade (The work processes listed in the standards are part of this agreement) _____

2b. DOT symbol _____ 3. Term (Hrs., Mos., Yrs.) _____ 4. Probationary period (Hrs., Mos., Yrs.) _____

5. Credit for previous experience (Hrs., Mos., Yrs.) _____ 6. Term remaining (Hrs., Mos., Yrs.) _____ 7. Date apprenticeship begins (Indenture date) _____

8. Related instruction a. Number of hours per year _____ b. Method Classroom Shop Correspondence c. Source Voc. Ed. Sponsor Other d. Apprentice wages for related instruction Will be paid Will not be paid

9. Apprenticeship wages: The apprentice schedule of pay shall be listed for each advancement period.

	Period 1	2	3	4	5	6	7	8	9	10
a. Term (Hrs., Mos., Yrs.)										
b. Percent										

c. Journeyperson's Wage as of _____ is _____ per hour.

10a. Signature of committee (if applicable) _____ Date Signed _____

10b. Signature of committee (if applicable) _____ Date Signed _____

11. Signature of authorized representative (Employer/Sponsor) _____ Date Signed _____

12. Name and address of sponsor designee to receive complaints (if applicable) _____

Part B: To be completed by apprentice. Note to Sponsor: Part B should only be filled out by apprentice.

13. Name (Last, first, middle), and address (No., Street, City, County, State, Zip Code) _____ *Social Security number _____

14. Date of birth (Mo., Day, Yr.) _____

15. Sex (X one) Male Female

16. Apprenticeship school linkage Yes No

17. a. Race (X one) Am. Indian or Alaska Native Asian or Pacific Islander Black White b. Ethnic Group (X one) Hispanic origin Not of Hispanic origin

18. Veteran Status Vietnam era veteran (8/15/64 to 5/7/75) Other veteran C# _____ Non Veteran

19. Highest education level (X one) 8th grade or less 9th to 12th grade GED High School Graduate

20. Signature of apprentice _____ Date _____

21. Signature of parent/guardian (if minor) _____ Date _____

Part C: To be completed by registration agency

22. Registration agency and address _____

23. Signature (Registration agency) _____

24. Date registered _____

*The submission of your social security number is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice.

Attachment D

CERTIFICATE OF COMPLETION

The United States Department of Labor



Bureau of Apprenticeship and Training Certificate of Completion of Apprenticeship

This is to certify that

has completed an apprenticeship for the occupation

under the sponsorship of

*in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

Charles W. Allen

Secretary of Labor

Anthony Saverio
Director, Bureau of Apprenticeship and Training

Date Completed

ATTACHMENT E

**CERTIFICATION OF
COMPLETION OF APPRENTICESHIP**

**LUCENT TECHNOLOGIES and IBEW
Joint Apprenticeship Committee**

Application for Certification of Completion of Apprenticeship

(Submit one copy only)

1. Name of Sponsor Lucent Technologies and the IBEW Joint Apprenticeship Committee

2. _____
Address (Street) (City and State) (Zip code)

3. a. Full name of Apprentice

- b. Social Security No _____

4. Trade _____

5. Term _____

6. ~~Beginning date of Apprenticeship~~ _____
(Years, months or hours) (m/d/yr)

7. Site _____

8. 8. Registration No. _____

9. Number of years, months or hours of Advanced Credit allowed _____

10. Date of Completion _____

11. Total hours Related Instruction completed m/d/yr _____

Related Instruction furnished by (check appropriate boxes and complete attachment A.):

- | | |
|---------------------------------|------------------------------|
| a. Public Vocational School () | b. Private Trade School () |
| c. Correspondence () | d. Employer () |
| e. Employee Organization () | f. Journey worker/mentor () |
| g. Individual/outside Study () | h. Other (specify) |

12. On behalf of the above-named Sponsors, I hereby certify that the apprentice named on this application has satisfactorily completed his/her Apprenticeship Program as registers with the Bureau of Apprenticeship and Training and hereby recommend the issuance of the Certificate of Completion of Apprenticeship.

Date: _____ Signed _____
Program Administrator

Attachment A

List the teacher(s) or Director(s) of the Related Instruction certifying to Item 11:

a. Name _____ Address _____
(Street) (City)

b. Name _____ Address _____
(Street) (City)

c. Name _____ Address _____
(Street) (City)

d. Name _____ Address _____
(Street) (City)

e. Name _____ Address _____
(Street) (City)

f. Name _____ Address _____
(Street) (City)

g.
Name _____ Address _____
(Street) (City)

h. Name _____ Address _____
(Street) (City)

i. Name _____ Address _____
(Street) (City)

j. Name _____ Address _____
(Street) (City)

ATTACHMENT F

PRODUCT REALIZATION CENTER ADDENDUM

Mailing address:

Reviewed and approved by the Joint Apprenticeship Committee:

Signature

Date

Signature

Date

Approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training:

Signature

Date

ATTACHMENT G

AFFIRMATIVE ACTION PLAN

LUCENT TECHNOLOGIES

**AS REQUIRED UNDER TITLE 29 OF THE CODE OF FEDERAL REGULATIONS,
PART 30 AMENDED MAY 12, 1978**

WORKFORCE ANALYSIS
FORM

(Must be submitted to Registration Agency at the time the Product Realization Center submits application)

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS**

FOR AMS CODE:

OCCUPATIONAL TITLE:

Sponsor:

AIMS

Address:

Phone:

City:

State:

Zip:

Type of selection method used:

Labor Market Area:

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force

Women (%) of Work Force

Minority (%) of Work Force

SPONSOR'S STATISTICAL DATA

Journeypersons:

Total Journeypersons

Women (%) of Journeypersons

Minority (%) of Journeypersons

Apprentices:

Total Apprentices

Women (%) of Apprentices

Minority (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization Yes_____ No_____

Female Underutilization Yes_____ No_____

SPONSOR'S GOALS:

The Sponsor agrees to take affirmative action with the goal of selecting_____ %
Minorities and_____ % Women during the next year or hiring period.

Estimated Number of New Apprentices to be hired during the next year:_____.

Sponsor's Signature:

Approved by Agency

Title

Date

Title

Date

ATTACHMENT H

SELECTION PROCEDURES

ADOPTED BY

LUCENT TECHNOLOGIES

and IBEW

JOINT APPRENTICESHIP COMMITTEE

Section 1. EQUAL OPPORTUNITY PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

Unless otherwise specified in the Collective Bargaining Contract for Product Realization Centers, the following will detail the procedure for the selection of Apprentices.

The following procedures are considered consistent with the Department of Labor's regulations, Title 29 CFR Part 30, as amended.

Section 2. APPLICATION PROCEDURES

1. The Joint Oversight Committee shall make serially numbered applications for apprenticeship available during the opening period(s) to anyone expressing an interest in making application
2. An Applicant Log shall be kept by the local Joint Oversight Committee in order to ascertain the dates the application was handed to the applicant, returned by the applicant, verified as to the minimum qualification prerequisites as completed by the applicant, and the final disposition of the application. The Local Joint Oversight Committee will be responsible for local recruitment and selection process.
3. All records related to the recruitment, selection, employment and training of apprentices shall be maintained for five (5) years from the last date of action.
4. The Joint Oversight Committee shall process the applications for apprenticeship in accordance with normal employment procedures, and any additional procedures required by prevailing federal and state laws or regulations, or those established by the Joint Apprenticeship Committee.
5. The Joint Oversight Committee shall formally announce apprenticeship openings **internally** within Lucent Technologies as outlined in the Collective Bargaining Agreement. If outside applications are taken, the announcement for apprenticeship opening will be disseminated at least thirty (30) days before the applications are taken. Applications will be taken for at least a two-week period. The announcement will contain information regarding the dates for taking application, minimum qualifications, where to apply, and Lucent Technologies equal opportunity policy.

Section 3. SELECTION PROCEDURES

The Selection Procedure shall conform to the terms of the currently approved Collective bargaining Agreement. If a conflict appears, the Collective Bargaining Agreement shall prevail.

Section 4. SELECTION PROCEDURES FROM A RESTRICTED POOL OF PRESENT EMPLOYEES

The Joint Oversight Committee will:

1. Review the personnel records of various employees who are known to qualify, in certain respects (e.g., minimum age, education, and physical requirements) **and encourage them to apply to the program.**
2. Verify that the applicants meet the minimum qualification as currently established in the Apprenticeship Standards.
3. Select the qualified applicant with the most seniority. Should more than one opening exist, the other existing openings shall be filled on a seniority basis from the qualified applicants.
4. Seniority shall be defined, and conformed to, as set forth in the currently approved Collective Bargaining Agreement.

Section 5. SELECTION PROCEDURES FOR OUTSIDE APPLICANTS

When an apprenticeship opening cannot be filled from **current employees**, the Joint Oversight Committee shall take applications from applicants not employed by Lucent Technologies (outside applicants).

1. The Joint Oversight Committee shall be responsible for the application and selection process.
2. The Joint Oversight Committee shall determine whether outside applicants meet the minimum qualifications.
3. Outside applicants meeting the minimum qualifications shall be interviewed by the Joint Oversight Committee in the order of the dates on which their applications were completed. If two or more applications were completed on the same date, the applicants will be interviewed on the basis of the Applicant Log number, with the lowest number being interviewed first.
4. The Joint Oversight Committee will rate each applicant and enter the score on an individual Apprenticeship Rating Form.
5. After the interviews are completed, the Joint Oversight Committee shall average the scores each applicant received from each of the interviewers.
6. A Ranking List will be created which reflects all qualified applicants interviewed and rated, in descending rank order.
7. Applicants will be selected into the program based on rank, with the highest ranked

applicant being registered first.

8. If the applicant is deficient in any one of the minimum qualifications they shall be notified in writing stating the deficiency. No further processing will be done on the application until this deficiency is corrected and the individual reapplies.
9. Once a job offer is made, applicants may be required to take a physical examination.

The Joint Oversight Committee shall be responsible for the notification of all applicants regarding:

- a. that the individual has been selected as an apprentice
- b. that the individual has not been selected as an apprentice, citing the reason for non-selection
- c. that they will be carried on the List of Eligibles for a period of two years

Section 6. APPRENTICE APPLICANT APPEALS PROCEDURE

1. An Appeals Committee is hereby established, to be composed of one member appointed by Lucent Technologies; one member appointed by the Local Union or System Council; and a public member appointed by the parties signatory, to the Apprenticeship Standards. No member of the Appeals Committee should not be directly associated with the administration of the apprenticeship program.
2. The authority of the Appeals Committee shall be limited to the rendering of a decision on cases involving unjust treatment of the applicants for the apprenticeship program in the matter of selection. This Committee shall have no other involvement whatsoever with the Joint Oversight Committee.
3. Any appeal must be filed in writing within thirty (30) days of the notification of the applicant as to the decision on his or her application. Appeals will be filed directly with the Appeals Committee.
4. A copy of the appeal shall be filed with the Joint Oversight Committee.
5. The Joint Oversight Committee shall provide the Registration Agency with a copy of the appeal immediately upon receipt.
6. The Joint Oversight Committee must file a written answer to the appeal within thirty (30) days of receiving a copy of the appeal. The Joint Oversight Committee will provide the Registration Agency with a copy of its response to the appeal.
7. The Appeals Committee shall consider the written evidence and shall, on request, grant a hearing.

8. A final decision will be rendered within thirty (30) days of the date that the Joint Oversight Committee filed its response to the appeal, or from the date of the hearing.
9. Decisions of the Appeals Committee shall be final and binding upon the Joint Oversight Committee.
10. The applicant shall be notified in writing of the decision of the Appeals Committee.