

**Standards of Apprenticeship
Attachment 1
NSHE Master Apprenticeship Committee Rules & Regulations**

Roles & Responsibilities:

Roles and responsibilities of the apprenticeship program management and administration will be assigned to either the Sponsor, the Employer Partner, or the Master Committee.

Selection of Master Apprenticeship Committee Members:

Members of the committee will be selected by the sponsor and will consist of an odd number of voting members. A quorum will be a minimum of three members.

1. Membership will be composed of representatives of:
 - a. Employer(s) or Industry Representative(s) - up to 10 members but no less than 2 members with equal representation of management and labor
 - b. Sponsor (or designee) – up to 2 members but no less than 1 member
2. Advisors to the Committee – all non-voting advisors
 - a. Nevada SAA ATR
 - b. Other workforce investment and economic development agency (optional)
 - c. Other advisors as the committee shall determine (optional)

Administrative Procedures of Master Apprenticeship Committee:

1. The Committee will elect a chairperson and a secretary from voting members and will determine the time and place of regular meetings.
 - a. The chairperson and secretary will have the power to vote on all questions affecting issues assigned to the Committee.
 - b. The offices of the chairperson and secretary will rotate (bi-annually) among voting members of the Committee.
2. Meetings will be held as frequently as needed to manage the program effectively, but at least annually.
3. Written minutes of the meetings will be maintained by Secretary.

The following list of responsibilities will be assigned to either the Sponsor, the Employer Partner, or the Master Apprenticeship Committee:

Task #	Task	Sponsor	Employer Partner	Master Committee
1	Serve in an advisory capacity with employers in matters pertaining to these standards.			X
2	Advise program on working with Community Colleges to build capacity in offering Related Technical Instruction (RTI) in their respective service areas and to build college credit into apprenticeship programs.			X
3	Review and recommend apprenticeship program activities for industry engagement.			X

4	Advise program on conducting orientations, workshops or other educational sessions for employers to explain the apprenticeship and the program's standards and the operation of the apprenticeship program.			X
5	Provide feedback on the interest and capacity of new employers to participate in apprenticeship program.			X
6	Recruit, qualify and select apprentices as outlined in the standards and under the employer subscription agreement.		X	
7	Provide each apprentice with a copy of these standards, along with any applicable written rules and policies.		X	
8	Provide the minimum standards of education and experience required of apprentices, general apprenticeship activities both related supplemental instruction and on-the-job learning work processes.		X	
9	Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice completes training.		X	
10	Use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed.		X	
11	Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.		X	
12	Hear and resolve all complaints of violations of apprenticeship agreements. Note: If apprentice dispute cannot be resolved within the HR practices of the employer the apprentice or employer may notify the Sponsor that assistance is needed.		X	
13	Notify the Sponsor of any change of status of an apprentice, including new apprentice registrations, credit granted, suspensions, reinstatements, extensions, completions and cancellations.		X	
14	Implement a program for training and education regarding illegal discrimination and sexual harassment.		X	
15	Supervise administration of the provisions of the standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and RTI providers.	X		
16	Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice.	X		
17	Adopt such rules and regulations as are necessary to govern the apprenticeship program provided, however, that the rules and regulations do not conflict with these standards.	X		
18	Register the apprenticeship standards with the Registration Agency.	X		
19	Ensure that all apprentices are properly registered with the State Apprenticeship Agency (SAA)	X		

20	Establish the minimum standards of education and experience required of apprentices, general apprenticeship activities both related technical instruction and on-the-job learning work processes.	X		
21	Develop an efficient program of apprenticeship through systematic on-the-job training with related and related technical instruction and periodic evaluation of each apprentice.	X		
22	Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, suspensions, transfers, completions and cancellations with explanation of causes.	X		
23	Ensure maintenance of records of all apprentices, showing their education, experience, and progress in learning the occupation.	X		
24	Determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices.	X		
25	Provide procedures for apprentice appeals including provisions for fair hearings.	X		
26	Pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval for employer participation.	X		
27	Prepare and submit an annual self-assessment review, and program improvement plan.	X		
28	Adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the State Apprenticeship Council	X		