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**ABSTRACT**

Intended to provide a uniform pattern for use by employers and labor representatives in setting up and operating effective apprenticeship programs for sign, display, and allied workers, guidelines are listed under the following headings: Definitions, qualifications for apprenticeship, selection of apprentices, term of apprenticeship, related instruction, ratio of apprentices to journeymen, apprentice agreement, probationary period, apprentice wages, veterans allowance, credit for previous experience, basic hours of work for apprentices, supervision of apprentices, consultants, accident prevention, adjusting differences, work experience, and certificate of completion. Guidelines are also provided for adapting the national standards to local use. These include suggestions on formation of a local joint apprenticeship committee, duties of local committees, responsibilities of apprentices, modification of standards, and assistance from cooperating agencies. Federal laws and regulations affecting the employment and training of apprentices are summarized. Appendix A is a model affirmative action program. Appendix B contains work process schedules provided as examples of the type of work experience and training (stated in number of hours for various subcategories) considered necessary to develop a skilled and productive worker in each of four categories: Sign, display, illuminated sign, and screen printing industry; general sign displayer and display and exhibit builder apprentices; screen process apprentices; and sign manufacturing apprentices. Also appended are examples of apprentice recordkeeping forms and a list of regional offices of the Bureau of Apprenticeship and Training. (JT)

# National Apprenticeship and Training Standards for Sign, Display, and Allied Workers Industry

U. S. Department of Labor  
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Revised 1976



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## PREFACE

Set forth in this booklet is the second edition of the National Apprenticeship and Training Standards for Sign, Display, and Allied Workers, formulated and adopted in 1962. They were developed by the Sign, Display, and Allied Workers Industry National Joint Apprenticeship and Training Committee in cooperation with the U.S. Department of Labor, Bureau of Apprenticeship and Training. This committee represents the sign, display, and allied workers employers and the Brotherhood of Painters and Allied Trades.

The purpose of these national standards is to provide a uniform pattern for use by employers and labor in the industry in setting up and operating effective apprenticeship programs. In addition to itemizing the various basic recommendations relating to the employment of apprentices in the recognized branches of the trade, the national standards include recommendations concerning the local application of the standards, the selection of applicants for apprenticeship, the appointment of shop apprenticeship committees to supervise the training of apprentices in each shop, and related instruction requirements of apprentices.

It is hoped that all employers and labor representatives in every community will take full advantage of these National Apprenticeship and Training Standards for Sign, Display, and Allied Workers and the related information presented, in establishing, improving, and conducting local apprenticeship programs.

## **STANDARDS JOINTLY DEVELOPED AND ADOPTED BY EMPLOYERS AND LABOR**

In order that there may be continuous activity and progress in the national apprenticeship program in the sign, display, and allied workers industry trades, the National Joint Employer-Labor Apprenticeship and Training Committee was established to serve in an advisory and promotional capacity to the industry. This committee is made up of representatives of the sign, display, and allied workers industry employers and the Brotherhood of Painters and Allied Trades. Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, serve as consultants to the committee.

To enable young persons to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craft workers, the national committee has developed, for the guidance of local employer and labor groups, the national standards of apprenticeship and training contained in the following pages. It is through the cooperative effort and initiative of the local groups that the national committee looks for ever-increasing apprenticeship and training activities.

These national standards represent the considered judgment of leading employer and labor representatives in this industry concerning the essential factors in the development of highly skilled craft workers. The national committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys, and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

**NATIONAL JOINT SIGN, DISPLAY, AND ALLIED  
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## PROVISIONS OF STANDARDS

### 1. Definitions

A *sign, display, and allied worker apprentice* is a person who is:

- a. At least 16 years of age.
- b. Engaged in learning a trade covered by these standards.
- c. Covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local joint committee, acting as agent for the employer, or with an employer with approval of the agreement by the local joint committee.

The term *registration agency* shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.<sup>1</sup>

### 2. Qualifications for Apprenticeship

Applicants for apprenticeship must be at least 16 years of age. (The local joint apprenticeship and training committee will have the authority to set the maximum age limit.) All applicants shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to satisfactorily complete the required hours of related instruction. Applicants must be physically able to perform the work required of the trade, and meet such other qualifications as shall be established by the local joint apprenticeship and training committee.

### 3. Selection of Apprentices

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

<sup>1</sup> Local application of these national standards in States having recognized apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and the State apprenticeship agencies are available to advise on such standards.

required under applicable Federal law and regulations issued thereunder.

Local joint apprenticeship and training committees shall establish proper selection standards and procedures for applicants interested in an apprenticeship in the sign, display, and allied workers industry. Application forms, appropriate interviewing techniques, and aptitude tests are essential tools of the selection process and, properly used, provide some degree of assurance that the applicant possesses the qualities necessary to succeed in the trade. Among other benefits to be derived from adequate selection procedures are:

- a. Better qualified apprentices.
- b. Reduction in turnover.
- c. Savings in time, money, and effort in training.
- d. More competent and highly skilled craft workers.

The National Joint Sign, Display, and Allied Workers Industry Apprenticeship and Training Committee's model affirmative action program appears in these standards as appendix A.

#### **4. Term of Apprenticeship**

The term of apprenticeship in the sign, display, and allied workers industry shall be as provided in the schedule of work process of on-the-job training (app. B), which shall include the probationary period and the required hours of related supplemental instruction. The term shall be divided into 6-month periods.

#### **5. Related Instruction**

Apprentices shall attend related supplementary instruction classes at local schools not less than 144 hours per year for each year of their apprenticeship, when available. Where it is impractical to establish related instruction classes, the local committee may substitute other organized trade, industrial, or correspondence courses of equivalent value.

However, all apprentices, regardless of the trade branch in which employed, shall receive at least 288 hours of supplementary instruction related to commercial sign work. Time spent in related instruction shall be credited to the apprenticeship term. Apprentices shall not be allowed to work overtime when such work will interfere with their attendance at related instruction classes. In case of failure without due cause on the part of apprentices to fulfill their obligation as to school attendance and conduct, the local committee shall take necessary disciplinary action:

Any agreement to pay apprentices for time spent in related instruction shall be in conformity with State laws. Local joint apprenticeship committees should request the assistance of local schools in providing the necessary related instruction.

*Suggested related instruction:*

- a. Use of tools and materials
- b. Brushes, all types
- c. Lettering pens, drafting tools, etc.
- d. Paints, vehicles, and pigments
- e. Use of various background materials
- f. Care and use of equipment—ladders, ropes, etc.
- g. Preparation and treatment of all surfaces
- h. Lettering—history and development of alphabets
- i. Layout and design
- j. Process work
- k. Bulletins and wall signs
- l. Pictorial painting
- m. Training aids, such as applicable films and literature obtainable from trade manufacturers
- n. Safety
- o. Display and exhibit design and fabrication

## 6. Ratio of Apprentices to Journeymen

Provisions in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices or agreements.

## 7. Apprentice Agreement<sup>2</sup>

Each apprentice shall be covered by a written agreement of apprenticeship with the local joint committee, or the agreement may be between the apprentice and the employer with approval by the joint committee. All apprentices shall be registered with the appropriate registration agency.

Each apprenticeship agreement shall contain a statement making the terms and conditions of the local standards a part of the agreement. For this reason, every apprentice (and if a minor, the parent or guardian) and employer will be required to read the local standards of apprenticeship before signing the agreement.

<sup>2</sup> Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or from the Bureau of Apprenticeship and Training, U.S. Department of Labor.

The apprentice, employer, the joint committee, and the registration agency, if required, shall each receive a copy of the signed apprenticeship agreement.

The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

#### **8. Probationary Period**

Apprentices employed under these standards shall be subject to a tryout or probationary period, to be determined by the local joint committee, but which shall not exceed 500 hours of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local apprenticeship committee at the request of the apprentice or employer. After the probationary period, the agreement may be canceled by the local committee after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.

#### **9. Apprentice Wages**

It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman sign, display, and allied workers wage rate, and increased each 6 months to completion of apprenticeship.

The local joint committee shall examine apprentices before each period of advancement to determine whether they have shown satisfactory progress and what degree of proficiency and quality of work they have achieved.

#### **10. Veterans Allowance**

Local apprenticeship programs that have not previously applied for approval should do so by contacting the State apprenticeship agency to obtain application forms and additional information.

Active apprentices who are registered under local apprenticeship programs and qualify as eligible veterans may be eligible to draw training allowances.

Apprentices registered in local programs should determine whether they are eligible for training allowances by filing an application, along with a copy of their apprenticeship agreement, with the nearest Veterans Administration office.

#### **11. Credit for Previous Experience**

Applicants with qualifications in excess of the minimum requirements may be admitted to advanced standing.

The amount of credit given for previous experience shall be determined by the joint committee after careful review of the merits of each individual case.

Apprentices who receive credit for previous experience shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

## **12. Basic Hours of Work for Apprentices**

The basic hours of work for apprentices shall be the same as for journeymen employed in the trade. Apprentices shall not work overtime unless assisting a journeyman, or as provided for in the working agreement.

Apprentices absent from the services of their employer through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

## **13. Supervision of Apprentices**

The contractor shall designate a particular person, who may be the superintendent, supervisor of apprentices, or a journeyman, to be responsible for the training of apprentices. Such designee shall, with the advice and assistance of the local joint apprenticeship and training committee, be responsible for the apprentices' work experience on the job, for their attendance at related classes, and for the recording of same on record forms provided for this purpose.

It shall be the duty of the supervisor to see that these forms are complete in every detail and forwarded to the local joint committee each quarter. The local committee shall keep a master record of the apprentices' work experience and related instruction. Records will be maintained for 5 years.

## **14. Consultants**

The committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship which pertain to the interests of the agencies or organizations they represent.

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and the appropriate State apprenticeship council are available on request to provide assistance to local joint apprenticeship committees.

### **15. Accident Prevention**

Apprentices shall receive instruction on accident prevention and safe and healthful working habits during their entire term of apprenticeship. Such instruction will be coordinated with actual work being performed on the job and the tools and equipment being used.

### **16. Adjusting Differences**

The employer and the apprentice shall have the right and privilege of appeal to the local joint committee in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

### **17. Work Experience**

During their apprenticeships, apprentices shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. They shall be given work experience and training to assure them of the skill and proficiency characteristic of a fully qualified and competent craft worker. See the recommended schedule of work experience and training in appendix B.

### **18. Certificate of Completion**

Apprentices who complete their apprenticeship shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training, and recognition as qualified sign, display, and allied workers journeymen. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards. These ceremonies may be accompanied by a program of events or awards at each graduation class.

## **ADAPTING NATIONAL STANDARDS TO LOCAL USE**

### **1. Local Joint Apprenticeship Committee**

It is recommended that a local joint apprenticeship and training committee, equally representative of management and labor, be established to be responsible for the administration of the local apprenticeship standards, and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

Where an organization of employers and employees exists, such an organization should each appoint an equal number of its members to serve on the local joint committee. Where no employer or employee organization exists, a committee may be formed in like manner by volunteers who agree to carry out the national standards as herein set forth.

Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or the State apprenticeship council, if one exists in the State, are available upon request to attend meetings of the joint apprenticeship committee as advisers and consultants on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on any problem relating to apprentices and apprenticeship.

### **2. Coverage**

It shall be the duty of each local joint apprenticeship and training committee to identify its area of operation and to assume responsibility for the training of all sign, display, and allied workers industry apprentices by employers within that area with whom the local union has bargaining agreements. The local committee shall also encourage all other employers in the area to employ and train apprentices under its system of apprenticeship, and any employer who desires to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

### **3. Duties of Local Committees**

The local joint committee shall develop local apprenticeship standards consistent with these national standards, covering such items as:

- a. Provision for adequate funding of its program through its local collective bargaining agreement.
- b. Method of selecting apprenticeship applicants on a non-discriminatory basis.
- c. Schedule of work experience on the job.
- d. Progressively increasing schedule of wages for apprentices.
- e. Provision for supplemental related instruction.
- f. Provision for instruction on safe working habits and accident prevention.
- g. Provision for reviewing and testing apprentices' progress, both on the job and in related instruction.
- h. Provision for adjusting complaints regarding apprenticeship.
- i. Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local committee to:

- a. Conduct surveys to determine the need for, and the availability of, apprentices in the local area.
- b. Ascertain whether the contractor undertaking to train apprentices has the necessary facilities to assure necessary training.
- c. Place each apprentice under agreement. Where the apprentices are indentured to the local joint committee, the committee shall make every effort to keep them continuously employed and assure them of well-rounded training and experience in all phases of the trade by rotating them, whenever possible, among the various participating contractors. Where the apprentices are indentured to the contractor, and the contractor is unable to provide reasonably continuous employment for them, the local joint committee shall exert every effort to place them temporarily with another contractor with the understanding that the contractor to whom they are regularly indentured shall have first call on their services when and if that contractor is able to furnish employment for them.
- d. Assure that the apprentices are receiving the necessary on-the-job experience and related technical instruction.
- e. Conduct a final examination for apprentices to establish their status as journeymen in the trade.
- f. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.
- g. Prepare and submit all reports concerning its apprentice-

ship program that may be legally required by local, State, or Federal agencies and the respective national organizations.

- h. Supervise the enforcement of all the provisions of the standards.

If the local joint apprenticeship committee is unable to adequately perform the above duties on a voluntary basis because of the size of the program or for other reasons, it should consider appointing a coordinator of apprenticeship to assist in the supervision and administration of the program.

#### 4. Responsibilities of Apprentices

The local joint apprenticeship committee shall impress upon all apprentices that, in signing the apprenticeship agreement, they have voluntarily agreed to abide by the provisions of the local standards. It shall also inform apprentices of their responsibilities and obligations under the apprenticeship program, as follows:

- a. To perform diligently and faithfully the work of the trade and other pertinent duties assigned by the local joint committee and the employer in accordance with the provisions of the standards.
- b. To respect the property of the employer and abide by the working rules and regulations of the employer, union, and local joint committee.
- c. To attend regularly and to complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.
- d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local joint committee.
- e. To develop safe working habits and conduct themselves in their work in such a manner as to insure their own safety as well as that of their coworkers.
- f. To work for the employer to whom assigned to the completion of their apprenticeship, unless they are re-assigned to another employer or their agreement is terminated by the local joint committee.
- g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them an opportunity to become skilled craft workers.

## **5. Modification of Standards**

These national standards of apprenticeship may be modified at any time by the Sign, Display, and Allied Workers Industry National Joint Apprenticeship and Training Committee. Such modification shall be submitted to the Bureau of Apprenticeship and Training, U.S. Department of Labor, for approval.

No modification or changes in these national standards shall affect local programs currently in operation at the time the modification is made, nor shall such revisions alter apprenticeship agreements in effect in local programs at the time of the change without the express consent of all parties to such agreement. Local standards may be subsequently modified through procedures worked out with the registration agency to effect changes in policy.

## **6. Filing with the Registration Agency**

As soon as the local apprenticeship standards have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall furnish the registration agency with any additional information required by Federal or State laws or regulations affecting apprentices. The joint committee shall also register a copy of each apprenticeship agreement with the registration agency.

## **7. Cooperating Agencies**

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from:

- a. National Sign, Display, and Allied Workers Industry Joint Apprenticeship and Training Committee, Director of Apprenticeship and Training, Brotherhood of Painters and Allied Trades, Washington, D.C.
- b. Brotherhood of Painters and Allied Trades, Washington, D.C.
- c. Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., with field offices in principal cities (see list at the back of this booklet).
- d. State apprenticeship councils, State labor departments, or State industrial commissions (see list at the back of this booklet).

6. The Division of Vocational Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. The assistance of State and local boards of vocational education is also available upon request.

## FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT AND TRAINING OF APPRENTICES

### 1. Wage Determination Regulations for Federally Financed and Assisted Construction

The Secretary of Labor, through the office of the Wage and Hour Administrator of the U.S. Department of Labor, determines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in parts 1 and 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor. If no such recognized agency exists in the State, the apprentice program must be registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. Further, apprentices so employed must be individually registered with the appropriate registration agency.

The contractor must present to the contracting officer for acceptance written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area.

### 2. Joint Training Funds

*Legality of Training Funds.*—Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-Management Relations Act of 1947.

*The National Training Fund.*—The National Joint Apprenticeship and Training Committee recognizes that the need to train craft workers in the industry is nationwide in scope. It has, therefore, established a national apprenticeship and training program to assist the local areas in establishing or modifying their present training programs to keep abreast of the technological

progress and advancements being made in industry.

To finance this program, the parent organizations have initiated and signed a national trust, known as the Sign, Display, and Allied Workers Apprenticeship and Training Fund. The parent bodies, by becoming signatories to this trust, have obligated their affiliates to make a maximum effort to establish in their collective-bargaining agreement a provision calling for a cents-per-work-hour employer contribution to this trust fund. A provision for adequate financing to defray expenses of the local joint apprenticeship and training program can and should be provided for in the same collective-bargaining agreement clause. More detailed information, including sample trusts and appropriate clauses for collective-bargaining agreements, is available from the National Joint Apprenticeship and Training Committee.

*Tax Exempt Status of the Trust.*—Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.

**3. Equal Employment Opportunity in Apprenticeship and Training (Title 29, Code of Federal Regulations, part 30, as amended April 8, 1971)**

This regulation requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color, religion, national origin, or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

#### **4. Safety and Health Training**

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 the Federal standards.

#### **5. Related Technical Instruction**

The local joint apprenticeship and training committee may obtain assistance in formulating, adopting, and funding related technical instruction classes from the Division of Vocational and Technical Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for apprentice and journeyman training. Assistance may also be received from State and local boards of vocational education.

## **APPENDIX A AFFIRMATIVE ACTION PROGRAM**

### **1. Preamble**

The apprenticeable crafts within the sign, display, and allied workers industry have traditionally been open to all regardless of religion, color, or national origin. As a matter of historic fact—reflected in the 14-percent minority membership of the International Brotherhood of Painters and Allied Trades throughout the Nation—many members of groups once considered to be "minority groups" have found the craft to be an avenue to economic advancement. This industry has participated for more than 7 years in apprentice entry programs and in Job Corps preapprenticeship training programs. It has utilized the second highest number of Outreach Program completers in the construction industry.

In keeping with its accelerated efforts, the Sign, Display, and Allied Workers Industry Joint Apprenticeship and Training Committee therefore has adopted this affirmative action program to assure both continued nondiscrimination and equal employment opportunity in all phases of the recruitment, selection, training, employment, and upgrading of all apprentices.

Our experience indicates that underrepresentation of any group in local apprenticeship programs, where such underrepresentation exists, is due primarily to one or more of the following causes:

- a. A historic pattern of choice favoring other occupations;
- b. A lack of information concerning the nature of, and the opportunities within, the craft; or
- c. The failure of what could be described as our society's total educational system to equip individuals to meet the basic minimum requirements for apprenticeship.

This affirmative action program is designed to achieve equal employment in local sign, display, and allied workers industry apprenticeship training programs by:

- a. Assuring continued nondiscrimination.
- b. Providing a steady flow of information concerning the nature of the industry's apprenticeship and training programs so that it will be clear to all minority groups that selection is based on qualifications alone, without regard to race, color, religion, sex, national origin, or occupationally irrelevant physical handicaps.

- c. Cooperating with and assisting outreach efforts designed to recruit, prepare, and motivate minority group members for entry into apprenticeship.
- d. Continuing with ongoing national preapprenticeship programs and encouraging local participation in such programs.

## **2. Analysis of Minority Participation**

Upon receipt from the Secretary of Labor, or a person or an agency designated by the Secretary, of official Government figures on the numbers and proportion of minorities in its labor market area, the joint apprenticeship and training committee (JATC) shall make a detailed analysis of the employment of minority group workers in the classifications covered by its apprenticeship program. On the basis of this analysis, it will determine the level of intensity required for each of the detailed steps outlined in part 3 of this program in order to achieve program objectives.

## **3. Affirmative Action Procedures for Local Joint Apprenticeship and Training Committees**

### **a. Informational Activities**

- (1) Maintain up-to-date printed material to acquaint interested parties or groups with the nature of the work performed within the sign, display, and allied workers industry. Such material shall explain the qualifications for entrance into local apprenticeship programs.
- (2) Distribute such informational material to the appropriate Bureau of Apprenticeship and Training (BAT) or State apprentice council (SAC) representative and, to the extent possible, appropriate community groups and other interested parties, groups, and organizations, such as those engaged in outreach efforts.
- (3) Make available films and visual aids prepared by national bodies associated with the national sign, display, and allied workers industry.
- (4) Arrange for participation whenever possible by JATC members (or other qualified industry representatives) when invited to informational programs such as counselor workshops or school career day activities.
- (5) Work with other building trades apprenticeship programs to establish and maintain periodic workshops for school

and appropriate employment counselors.

- (6) Cooperate and counsel with the local school boards concerning the needs of the industry and how the transition from school to work can best be accomplished.
- (7) Cooperate with other building trades apprenticeship programs in efforts to secure public service time on radio and TV stations which can effectively reach the minority community.

**b. Selection**

- (1) Where apprentice applications are accepted periodically rather than on a year-round basis, notification of apprenticeship openings shall be made at least 30 days prior to the earliest date of application in the following manner:
  - (a) The BAT or SAC representative serving the program shall be notified in writing.
  - (b) In a SAC State, the State supervisor of the BAT shall also receive notice.
  - (c) The superintendent of schools shall be notified.
  - (d) All State employment service offices in the training area shall be notified.
  - (e) Notice will be provided to appropriate outreach organizations, such as Apprenticeship Outreach or LEAP operated in the area by the area building trades council, or responsible and established civil rights groups interested in recruiting, preparing, and motivating group members to meet apprenticeship qualifications.
  - (f) Notice in the form of a press release shall be provided to media known to have minority group readership or listenership.
- (2) The selection procedure outlined in the local apprenticeship standards shall be followed uniformly for all applicants regardless of race, color, religion, sex, national origin, or occupationally irrelevant physical handicap. All apprentices shall receive credit for experience, training, and skills on an equal basis.

**c. Recruiting, Preparing, and Motivating Minority Applicants**

- (1) The joint apprenticeship and training committee shall assist or join, as circumstances warrant, in cooperative efforts with other building trades apprenticeship programs and appropriate community groups to develop and maintain an outreach program for recruiting and such preap-

prentice training as minority group individuals may require to enable them to enter apprenticeship programs.

- (2) Interested government agencies and outreach organizations shall be advised of the nature of any tests required under the standards adopted by the JATC to facilitate proper pretest educational efforts.

*d. Internal Communication Within the Industry*

- (1) The joint apprenticeship and training committee will inform the local union and participating employer groups of this affirmative action program and of the need to encourage special consideration by journeymen and supervisors.
- (2) The committee shall also disseminate information within the industry to acquaint all involved with the objectives of the program to secure maximum cooperation.

To achieve the objectives of this affirmative action program, the joint apprenticeship and training committee shall alter or supplement the program from time to time as experience dictates.

## APPENDIX B WORK PROCESS SCHEDULES

These schedules are examples of the type of work experience and training considered necessary to develop a skilled and productive worker in the sign painting trade. Within the limits of basic trade requirements, local joint apprenticeship and training committees will find the schedules sufficiently flexible for adaptation to local conditions for allocating the approximate experience required.

### 1. Work Experience Schedule for Sign, Display, Illuminated Sign, and Screen Printing Industry

	<i>Number of hours</i>
<b>a. Sign Painter (Commercial and Sign Branch)</b>	
(1) Safe and proper utilization of tools, equipment, ladders, scaffolding, and rigging	1,800
(2) Sketching and designing	1,500
(3) Knowledge of patterns and layouts	1,000
(4) Execution of lettering and pictorial signs	2,000
(5) Color mixing and matching	600
(6) Background preparation	1,000
(7) Gilding (glass and surface)	1,500
(8) Safety standards and laws applicable to sign industry	600
	TOTAL 10,000
<b>b. Sign Painter (Outdoor Advertising Branch)</b>	
(1) Safe and proper utilization of tools, equipment, ladders, scaffolding, and rigging	1,000
(2) Pictorial painting (actual application)	3,000
(3) Color mixing and matching	1,000
(4) Preparing backgrounds	400
(5) Layout and designing	2,000
(6) Lettering	2,500
(7) Safety standards and laws applicable to sign industry	100
	TOTAL 10,000

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	<i>Number of hours</i>
<b>c. Sign Painter (Erector)</b> —Erects and installs sheet metal, plastic, electric and neon signs; also all other types of signs, letters, and bulletins	
(1) Fabricating and erecting structures	400
(2) Layout installations of pylon and other signs set on poles or beams	600
(3) Sign foundations (cement or other)	100
(4) Spacing and erecting signs, individual letters, and other visual identification items on structures according to sketches, drawings or blueprints	300
(5) Stress analysis	100
(6) Safe and proper utilization of sheet-metal tools, power tools, rigging, ladders, scaffolds, and bosun chairs	600
(7) Sign welding	1,500
(8) Layout, measuring, and blueprint reading	100
(9) Power-operated field equipment (booms, hoisting equipment, staging, and other) necessary for the erection of all sign components and equipment	1,500
(10) Corrective and preventive maintenance of power-operated field equipment	200
(11) Safety standards and laws applicable to the operation of the above tools and equipment	100
(12) Display wiring and assembly and interconnecting signs	400
(13) Priming closed area of signs	100
TOTAL	6,000

**d. Sign Painter (Tube Bender)**

- |  |       |
|--|-------|
| (1) Safe and proper utilization of tools and equipment necessary for bending, pumping, and repairing all glass tubes from 5mm to 25mm used as conductors of electricity for whatever purposes intended | 2,500 |
| (2) Setting up equipment for tube bending and pumping including, but not limited to, gas bottles, gas burners, stopcocks, bombarding equipment, and choke  | 1,700 |
| (3) Setting up and reading metering equipment to   |       |

	<i>Number of hours</i>
measure proper amount of gas in the tube . . . . .	500
(4) Tracing and following necessary patterns to re- produce shapes and sizes . . . . .	100
(5) Splicing, maintaining uniform diameter in new work and repairs . . . . .	300
(6) Tubulating the unit prior to pumping . . . . .	500
(7) Color combinations of gas and powder to arrive at desired color . . . . .	200
(8) Testing to assure proper functioning of tubing . . . . .	100
(9) Safety standards and laws applicable to sign industry . . . . .	100
TOTAL	6,000
 e. <i>Sign Painter (Maintenance)</i>	
(1) Safe and proper utilization of tools and equip- ment necessary for the repair and maintenance of all types of signs and their components . . . . .	1,500
(2) Accurate interpretation of blueprints and diag- nosing and repairing all types of signs and their related components . . . . .	200
(3) Repairing and maintaining neon signs and mar- quees . . . . .	200
(4) Repairing and maintaining individual illuminated letter signs . . . . .	600
(5) Repairing and maintaining time clocks, flashers, animators, gooseneck reflectors, black-light fix- tures, time/temperature units, automated mes- sage boards, sign service components, and other devices peculiar to the sign industry . . . . .	1,500
(6) Operating power-field equipment including, but not limited to, booms, hoisting equipment, and staging necessary for the repair and mainte- nance of all types of sign components and equipment . . . . .	1,000
(7) Plastic Repair . . . . .	100
(8) Repainting . . . . .	100
(9) Testing procedures relative to the repair and maintenance of all types of signs . . . . .	700
(10) Safety standards and laws applicable to the equipment and components used in the repair and maintenance of all signs . . . . .	100
TOTAL	6,000

**2. Work Experience Schedule for General Sign Displayer and Exhibit Maker Apprentices**

a. Sign Painter (Displayer)	Number of hours
(1) Care of tools and equipment .....	500
(2) Color mixing .....	500
(3) Preparing backgrounds .....	200
(4) Layout and design .....	2,000
(5) Lettering and photography .....	2,000
(6) Operation of cutting and sanding tools .....	600
(7) Knowledge of materials and paints .....	500
(8) Mounting of materials .....	500
(9) Spray painting .....	500
(10) Silk screen printing and squeegee .....	500
(11) Safety laws and regulations applicable to sign industry .....	200
TOTAL	8,000

b. Display and Exhibit	
(1) Construction and operation—basic power machine operation, technique and maintenance .....	1,200
(2) Use and care of tools .....	400
(3) Design, blueprint reading, basic drafting, perspective drawing and patternmaking .....	600
(4) Knowledge of materials—woods, fabrics, plastics, paper products and paints .....	400
(5) Basic electrical .....	400
(6) Preparing surfaces for finishing, filling, and sanding .....	400
(7) Painting—hand and spray, staining .....	400
(8) Metal fabrication—soldering, welding (arc and gas) .....	600
(9) Plastic fabrication—chemical techniques and laminating .....	600
(10) Mounting of materials—maps, photographs and wall paper .....	400
(11) Assembling displays .....	200
(12) Carpeting, drapery, and bunting .....	200
(13) Miscellaneous activities .....	200
TOTAL	6,000

**3. Work Experience Schedule for Screen Process Apprentices**

a. **Sign Painter (Commercial Artist)**

	Number of hours
(1) Layout roughs .....	300
(2) Techniques and equipment requirements .....	200
(3) Creative designing .....	2,500
(4) Use of type in application .....	600
(5) Creating reproductions, photographs, etc. ....	500
(6) Lettering in ink, pen, and mechanical .....	1,200
(7) Pen and drawing .....	300
(8) Inking in drawing .....	200
(9) Passup, key line, and opaquing .....	300
(10) Proper selection of elements .....	300
(11) Finishing techniques .....	200
(12) Color sketches, and separation .....	400
TOTAL	7,000

b. **Sign Painter (Screen Process Camera Operator)**

(1) Proper use and care of equipment and accessories .....	500
(2) Mechanical operation of camera for various sizes and types of copy .....	500
(3) Exposing, developing, and fixing films of various types .....	800
(4) Use of halftone screen and color separation ...	1,200
(5) Chemical processes .....	300
(6) Use of photo films and papers .....	800
(7) Use of enlarging equipment .....	800
(8) Enlarging equipment .....	200
(9) Stop and repeat process .....	300
(10) Filter use for dropping out color or improving copy .....	600
TOTAL	6,000

c. **Sign Painter (Screen Process Printer)**

(1) Operation and maintenance of automatic and semiautomatic presses .....	3,000
(2) Frame construction and applying screen fabrics .....	500
(3) Types and methods of mixing colors, paint and ink and their components .....	1,200

	Number of hours
(4) Knowledge of adhering fluids, blackout solutions, materials, and production techniques .....	300
(5) Selecting and cutting stencils .....	300
(6) Squeegee techniques and materials .....	200
(7) Stock and work handling .....	200
(8) Methods and problems of proper register .....	300
TOTAL	6,000

**4. Work Experience Schedule for Sign Manufacturing Apprentices**

a. Sign Painter (Pattern and Layout)	Number of hours
(1) Letter design .....	4,000
(2) Blueprint reading .....	250
(3) Drafting .....	250
(4) Opaque processing .....	400
(5) Photosetting .....	100
(6) Pantographing .....	250
(7) Plastic forming techniques .....	250
(8) Sheet-metal fabrication techniques .....	250
(9) Steel structures fabrication .....	250
(10) Spray painting on plastic .....	500
(11) Pictorial painting on plastic .....	500
(12) Moldmaking techniques .....	250
(13) Plastic fabrication techniques .....	250
(14) Care of equipment .....	400
(15) Safety instruction .....	100
TOTAL	8,000

b. Sign Painter (Metal Signmaker)	
(1) Blueprint reading .....	250
(2) Drafting .....	350
(3) Layout .....	1,000
(4) Fabrication techniques—cutting, shearing, brakeforming, punching, and drilling .....	2,000
(5) Machinery and hand tools .....	450
(6) Steel and aluminum welding techniques, including spot welding .....	750

	<i>Number of hours</i>
(7) Care of equipment .....	200
(8) Sign casting fabrication .....	350
(9) Letter fabrication .....	150
(10) Structural steel and support structures .....	1,200
(11) Wiring, fluorescent and neon, including sign servicing techniques .....	700
(12) Plastic face bracing requirements .....	400
(13) Building and Underwriter Laboratory codes ap- plicable to sign construction and erection .....	200
TOTAL	8,000

c. *Sign Painter (Plastic Fabricator)*

(1) Blueprint reading and drafting .....	250
(2) Physical properties of plastic materials, ce- ments, and adhesives .....	250
(3) Fabrication of patterns, letters, symbols, and other items made of plastic materials from blue- prints, working drawings, and sketches .....	500
(4) Cutting, forming, fusing, cementing, screen or- cessing, pressing, oven treating, and other pro- cesses utilized in the fabrication of plastics used in the sign industry .....	1,000
(5) Operation of table, band, and jig saws; hand and table routers; drills; polishers; hot and cold for- mers; jig makers, and care of above equipment .....	4,000
(6) Designing and building molds, jigs, and fixtures for forming sign faces, letters, and other items, using the necessary forming processes .....	1,000
(7) Pantographing, including techniques of template making .....	1,000
TOTAL	8,000

d. *Sign Painter (Spray)*

(1) Materials .....	200
(2) Color mixing .....	200
(3) Spray painting techniques for masking and fin- ishing materials on plastic .....	1,000
(4) Spray painting techniques for spraying metal and wood .....	500
(5) Air brushing techniques .....	500

	Number of hours
(6) Translucent pictorial spraying on second surface of plastic faces .....	500
(7) Stencil cutting on plastic faces .....	200
(8) Screening translucent panels on plastic .....	250
(9) Letter design as related to spacing and face layout .....	500
(10) Care of equipment .....	150
	TOTAL 4,000

## APPENDIX C APPRENTICE RECORDKEEPING

It is essential to maintain a current record of the progress and ability of apprentices with an accurate recordkeeping system, covering all pertinent points. A number of different types of recordkeeping systems are in use in different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as final master charts summarizing the pertinent data recorded during the entire term of apprenticeship.

A biweekly form is shown on the next page. Other suggested recordkeeping forms may be obtained from the secretary of the National Sign, Display, and Allied Workers Industry Apprenticeship and Training Committee.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

## Sign, Display, and Allied Workers Industry Apprenticeship Recordkeeping Report

Apprentice		Address		City
Employer		Address		City
Month	Year	Employer or supervisor's signature		Location of job above

Total hours required	I	II	III	IV	V	VI	VII	VIII	IX	X	Related instruction	
											Hours of	Supervisor's
Schedule												
Hours earned forward												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Total hours to date												

Make comments on progress of apprentice on reverse side  
 Enter grade: town here

U.S. DEPARTMENT OF LABOR • Employment and Training Administration <b>APPRENTICESHIP AGREEMENT</b> BETWEEN <b>APPRENTICE AND EMPLOYER</b>	<b>PRIVACY ACT STATEMENT</b> This information collection device is used for apprenticeship program-related purposes and may not be disseminated outside the express permission of the employer-apprentice. Privacy Act of 1976 - P.L. 94-579
<b>CHECK APPROPRIATE BOX</b> <input type="checkbox"/> Volunteer as Volunteer <input type="checkbox"/> Other Volunteer <input type="checkbox"/> Recruitant	

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 50.5 of Title 29 Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the Plan of Apprenticeship Standards which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be conducted by verbal consent of the parties, after signing, with notification to the Registration Agency.		<b>TRAINING DATA</b>	
NAME OF APPRENTICE (Type or Print)		Trade	Apprenticeship Term
SIGNATURE OF APPRENTICE		Probationary Period	Check for previous completion
ADDRESS (Number, Street, City, State, ZIP Code)		Trade number	Date apprenticeship begins
SIGNATURE OF PARENT OR GUARDIAN		<b>TO BE COMPLETED BY THE APPRENTICE</b>	
NAME OF EMPLOYER AND ADDRESS (Company)		DATE OF BIRTH (Month, Day, Year)	
SIGNATURE OF AUTHORIZED COMPANY OFFICIAL		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female (Check one)	
APPROVED BY JOINT APPRENTICESHIP COMMITTEE		<input type="checkbox"/> Caucasian/White <input type="checkbox"/> Negro/Black <input type="checkbox"/> Oriental <input type="checkbox"/> American Indian <input type="checkbox"/> Spanish American <input type="checkbox"/> Information Not Available <input type="checkbox"/> Not Ethnicity Classified	
SIGNATURE OF CHAIRPERSON OR SECRETARY	DATE	RACE/ETHNIC GROUP <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th grade or more <input type="checkbox"/> 12th grade or more (Check one)	
REGISTERED BY (Name of Registration Agency)		SIGNATURE OF AUTHORIZED OFFICIAL    DATE (Mo., Day, Yr)	

ETA 5-718  
94b, 1975

ETA 5-718  
94b, 1975

U.S. DEPARTMENT OF LABOR • Employment and Training Administration  
Bureau of Apprenticeship and Training

**APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE  
AND JOINT APPRENTICESHIP COMMITTEE**

CHECK APPROPRIATE BOX  
 Vocational Institute     Other Institute     Manufacturer

**PRIVACY ACT STATEMENT**

The information reported herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned approver.

Privacy Act of 1974 - P.L. 93-502

THIS AGREEMENT, entered into this (day) \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_  
between the parties to (name of local apprenticeship committee) \_\_\_\_\_  
represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and  
(name of apprentice) \_\_\_\_\_, born (Month, Day, Year) \_\_\_\_\_  
hereinafter referred to as the APPRENTICE, and (if a minor) (name of parent  
or guardian) \_\_\_\_\_ hereinafter referred to  
as the GUARDIAN:

<p><b>WITNESSETH THAT:</b>  The Committee agrees to be responsible for the selection, placement, and training of said apprentice in the trade of _____ as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.</p> <p>This AGREEMENT may be terminated by mutual consent of the signatory parties upon proper notification to the registering agency.</p>	<p><b>TRAINING DATA</b></p>	
	<p>APPRENTICESHIP TERM</p>	<p>PROBATIONARY PERIOD</p>
	<p>CREDIT (by previous trade experience)</p>	<p>TERM RESIDUUM</p>
	<p><b>TO BE COMPLETED BY THE APPRENTICE</b></p> <p>SEX: <input type="checkbox"/> Male  <input type="checkbox"/> Female  (Check one)</p> <p>RACE/ETHNIC GROUP:  <input type="checkbox"/> Caucasian/White  <input type="checkbox"/> Negro/Black  <input type="checkbox"/> Oriental  <input type="checkbox"/> American Indian  <input type="checkbox"/> Spanish American  <input type="checkbox"/> Information Not Available  <input type="checkbox"/> Not Elsewhere Classified  (Check one)</p> <p>HIGHEST EDUCATION LEVEL:  <input type="checkbox"/> 8th grade or less  <input type="checkbox"/> 9th grade or more  <input type="checkbox"/> 12th grade or more  (Check one)</p>	
<p>SIGNATURE OF APPRENTICE</p> <p>ADDRESS (Number, Street, City, State, ZIP Code)</p> <p>SIGNATURE OF PARENT OR GUARDIAN</p> <p>SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON</p> <p>SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY</p> <p>NAME OF REGISTRATION AGENCY</p> <p>SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL</p>	<p>DATE (Month, Day, Year)</p>	

ETA 6-111  
Jan. 1978

## REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
<b>Region I</b> JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
<b>Region II</b> 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
<b>Region III</b> P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
<b>Region IV</b> 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
<b>Region V</b> Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
<b>Region VI</b> 555 Griffin Square Bldg. Rm. 858, Griffin and Young Streets Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
<b>Region VII</b> Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
<b>Region VIII</b> Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
<b>Region IX</b> 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
<b>Region X</b> 8014 Federal Office Bldg. 909 First Ave. Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

## STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services  
Department of Economic Security  
P.O. Box 6123  
Phoenix, Ariz. 85005

Division of Apprenticeship  
Standards  
Department of Industrial Relations  
455 Golden Gate Avenue  
P.O. Box 603  
San Francisco, Calif. 94102

Colorado Apprenticeship Council  
1177 Grant Street  
Denver, Colo. 80203

Apprentice Training Division  
Labor Department  
200 Folly Brook Boulevard  
Wethersfield, Conn. 06109

Delaware State Apprenticeship  
and Training Council  
Department of Labor and Industry  
618 North Union Street  
Wilmington, Del. 19805

District of Columbia  
Apprenticeship Council  
Room 1200  
1100 Vermont Avenue, NW  
Washington, D.C. 20005

Bureau of Apprenticeship  
Florida Department of Commerce  
1321 Executive Center Drive  
Tallahassee, Fla. 32301

Apprenticeship Division  
Department of Labor and  
Industrial Relations  
825 Milani Street  
Honolulu, Hawaii 96813

Apprentice Training Division  
Kansas Apprenticeship Council  
Department of Labor  
401 Topeka Boulevard  
Topeka, Kans. 66603

Kentucky State Apprenticeship  
Council  
Capitol Plaza Tower, 12th Floor  
Frankfort, Ky. 40601

Division of Apprenticeship  
Department of Labor  
1001 Land and Natural  
Resources Bldg.  
Baton Rouge, La. 70804

Maine Apprenticeship Council  
Department of Labor and Industry  
State Office Bldg.  
Augusta, Maine 04330

Maryland Apprenticeship and  
Training Council  
Department of Labor and Industry  
203 East Baltimore Street  
Baltimore, Md. 21202

Division of Apprentice Training  
Department of Labor and  
Industries  
State Office Bldg.  
Government Center  
100 Cambridge Street  
Boston, Mass. 02202

Division of Voluntary  
Apprenticeship  
Department of Labor and Industry  
Space Center Bldg., 5th Floor  
444 Lafayette Road  
St. Paul, Minn. 55101

Montana State Apprenticeship  
Council  
Division of Labor Standards  
1331 Helena Avenue  
Helena, Mont. 59601

Nevada Apprenticeship Council  
Department of Labor  
Capitol Bldg.  
Carson City, Nev. 89701

New Hampshire Apprenticeship  
Council  
Department of Labor  
1 Pittsburry Street  
Concord, N.H. 03301

New Mexico Apprenticeship  
Council  
Labor and Industrial Commission  
1010 National Bldg.  
505 Marquette, NW  
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training  
Department of Labor  
The Campus, Bldg. No. 12  
Albany, N.Y. 12226

Division of Apprenticeship Training  
Department of Labor  
Raleigh, N.C. 27602

Ohio State Apprenticeship Council  
Department of Industrial Relations  
2323 West Fifth Avenue, Room  
2290  
Columbus, Ohio 43216

Apprenticeship and Training  
Division  
State Office Bldg., Room 486  
1400 SW Fifth Street  
Portland, Oreg. 97201

Pennsylvania Apprenticeship and  
Training Council  
Department of Labor and Industry  
Labor and Industry Bldg., Room  
1547  
Harrisburg, Pa. 17120

Apprenticeship Division  
Department of Labor  
414 Barbosa Avenue  
Hato Rey, P.R. 00917

Rhode Island Apprenticeship  
Council  
Department of Labor  
235 Promenade Street  
Providence, R.I. 02908

Utah Apprenticeship Council  
Industrial Commission  
431 South Sixth East, Room 225  
Salt Lake City, Utah 84102

Vermont Apprenticeship Council  
Department of Industrial Relations  
State Office Bldg.  
Montpelier, Vt. 05602

Division of Apprenticeship Training  
Department of Labor and Industry  
P.O. Box 1814  
Ninth Street Office Bldg., Room  
334  
Richmond, Va. 23214

Director of Apprenticeship and  
Training  
Department of Labor  
Christianssted, St. Croix, V.I. 00820

Apprenticeship Division  
Washington State  
Department of Labor and  
Industries  
318 East Fourth Avenue  
Olympia, Wash. 98504

Division of Apprenticeship and  
Training  
P.O. Box 2209  
Madison, Wis. 53701

\* All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

# United States Department of Labor

Bureau of Apprenticeship and Training

## Certificate of Registration

*Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the*

Federal Committee on Apprenticeship

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\_\_\_\_\_  
\_\_\_\_\_



*W. Stanley*  
*William H. Kelley*  
*Hugh C. Murphy*

## Certificate of Completion of Apprenticeship

United States Department of Labor  
Bureau of Apprenticeship and Training

1776 American Revolution Bicentennial Year 1976

*This is to certify that*

*has completed an apprenticeship in the trade of*

*under sponsorship of*

*in accordance with the standards recommended by the  
Federal Committee on Apprenticeship.*

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\_\_\_\_\_  
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*W. Stanley*  
*William H. Kelley*  
*Hugh C. Murphy*