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ABSTRACT This booklet contains national apprenticeship standards for use by Automotive Service Councils in the training of future automotive mechanics, body repairmen, painters, and other specialized professional technicians. It begins with a brief presentation of apprenticeship policy. The major contents are provisions of standards on the following: definitions, local apprenticeship and training committee, consultants to the committee, equal employment opportunity in apprenticeship, qualifications for apprenticeship, credit for previous experience, continuity of employment, apprenticeship agreement, probationary period, responsibilities of apprentices, safety, registration, related instruction, examination, apprentice reports and advancements, instructions to the apprentice, apprentice record system, employer participation, employer responsibility, hours of employment, certificate of completion of apprenticeship, adjustment of differences, modification of local programs, sample selection procedures, and sample work processes (automobile mechanic, automobile body repairer, and automobile painter). Finally, there is a brief presentation of federal laws and regulations affecting the employment of apprentices. The appendix includes forms for apprentice monthly report, applicant rating, apprenticeship application, apprentice daily record, apprentice identification card, and apprenticeship agreement; a list of state and territorial apprenticeship agencies and of the regional offices of the Bureau of Apprenticeship and Training; and sample certificates of registration and completion. (EM)

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# National Apprenticeship Standards for Automotive Service Councils



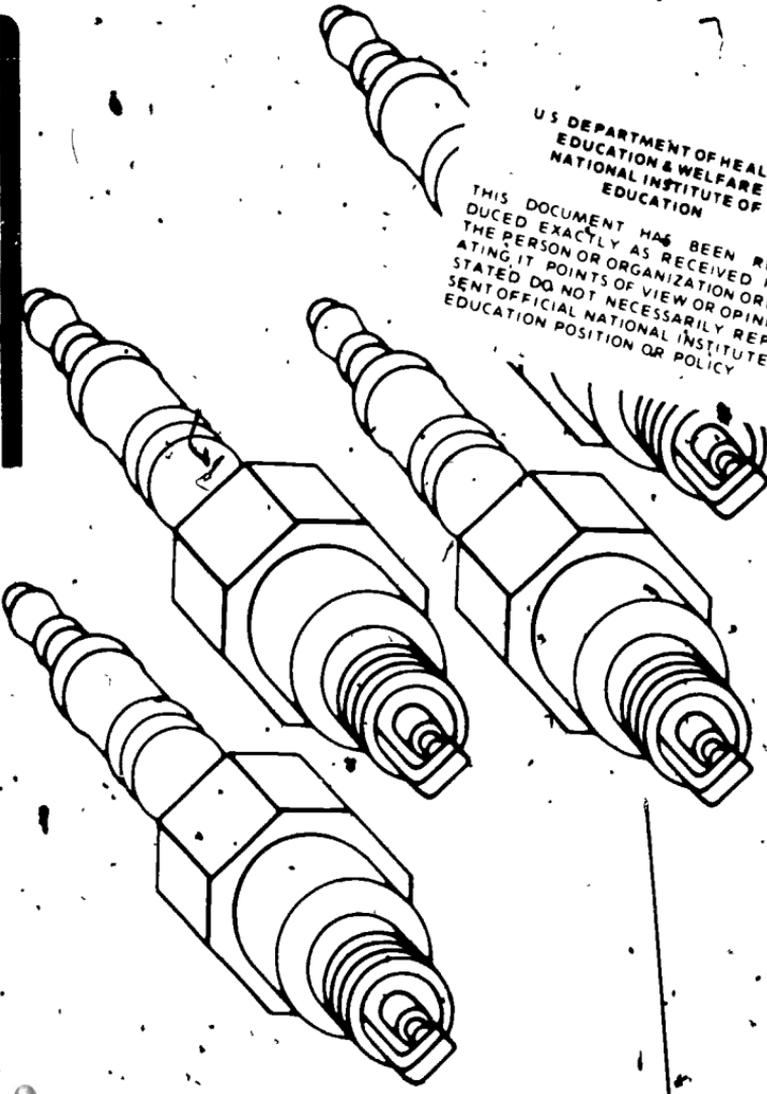
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# National Apprenticeship Standards for Automotive Service Councils

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U.S. Department of Labor  
Ray Marshall, Secretary  
Employment and Training Administration  
Ernest G. Green  
Assistant Secretary for Employment and Training  
1977



## APPRENTICESHIP POLICY

All apprentices have an obligation to assure their own success by applying themselves diligently in the shop, doing good work, and learning their trade. It is their responsibility to preserve their self-respect and maintain the respect of those with whom they work, their employers, and the customers they serve. They must make every effort to understand the apprenticeship program and abide by all rules and regulations established by the apprenticeship committee.

They are expected to purchase their own textbooks and any other needed items, which will become their personal property, as well as compile a library for their personal use. They must develop a proper sense of values.

Apprentices are to submit all reports required by the apprenticeship committee and meet with the committee when instructed to do so. On their own initiative, they are expected to attend classes and/or complete home study assignments made by the apprenticeship committees or their instructors. Time spent in such study is not considered as hours of work, and they will receive no pay for time so spent unless they are required to perform such study during their regular hours of work.

This obligation is not easy for the apprentice. Too often, it is not made clear. Sometimes it is not given proper consideration by the employer, the journeyman, or the immediate family of the apprentice. It is well for each of us to remember that there are not many things more important in this life than helping young persons learn to make good honest livings for themselves and their families.

The basic training policy of the service shopowner is as follows:

- a. To stimulate more interest among shopowners in the selection, employment, and training of all personnel entering the automotive repair industry.
- b. To raise the entrance requirements of young people entering the automotive repair industry and to secure and maintain high standards of conduct and workmanship.
- c. To encourage the shopowner to accept more of the moral and financial responsibility of industrial training.

- d. To establish a permanent means whereby the shop-owner can work harmoniously with present employees, new employees, and governmental and educational institutions in the development of improved programs of training.
- e. To do our just part in the maintenance of a competent national work force in the automotive repair industry that will be capable of competing in our free enterprise system and/or meeting any national emergency that may arise

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# Automotive Service Councils, Inc.

January 3, 1977

Bureau of Apprenticeship and Training  
U. S. Department of Labor  
Washington, D. C. 20210

Gentlemen:

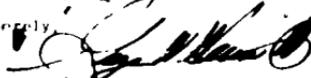
As never more than ever before, there is a definite need for sound apprenticeship standards for the training of future automotive mechanics, body repairmen, painters, and other specialized professional technicians.

Our current energy crisis and rising standards of pollution control deem it absolutely necessary that any individual charged with the responsibility of servicing or repairing a motor vehicle must be a professional. The individual must have received the best possible training before given the responsibility of preparing a vehicle which will go out onto the street and become an integral part of our environment. How the car, truck, or bus is serviced will have a great bearing on the outcome of current economic and environmental problems, and more importantly - the safety of the driver and his passengers.

The new National Standards of Apprenticeship for ASC will be distributed to our affiliates. Our membership, which numbers more than 5,000 business operations throughout the United States, will be strongly urged to establish an apprenticeship and training program in their shops.

We hope that by cooperating in this way we can professionalize the automotive repair industry and improve industry-government relations.

Sincerely,



George W. Bud Merwin III  
Executive Vice President

GWM/jjs

U.S. DEPARTMENT OF LABOR  
BUREAU OF APPLICANT TRAINING  
WASHINGTON, D.C.



January 24, 1977

Mr. George W. Merrill III  
Executive Vice President  
Automotive Products Company  
155 Industrial Drive  
Elmhurst, Illinois 60120

Dear Mr. Merrill:

It is with pleasure that I inform you of the official approval of the new National Board of Apprenticeship for your organization. The Board has the honor to be a contributing factor in the development of your employees through the registration of the Board of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor.

I am sure that the Board of Apprenticeship established in your organization will continue to provide a firm basis for the development of high quality, productive employees for your organization.

The standards and procedures of Apprenticeship and Training will continue to be a valuable asset in the development of your organization and the growth of your employees. We are pleased to assist you in this endeavor.

RICHARD W. BROWN  
Assistant Secretary  
U.S. Department of Labor, Bureau of Applicant Training

# PROVISIONS OF STANDARDS

## 1. Definitions

- a. *Local committee* shall mean the Automotive Service Councils Apprenticeship and Training Committee (city, and State)
- b. *Apprenticeship agreement* shall mean a written agreement between the employer and the person employed as an apprentice (or if the apprentice is a minor, the parent or guardian). The agreement shall be approved and signed by the authorized company official or committee and then registered with the registration agency.
- c. *Apprentice* shall mean any person who has signed an agreement to learn a trade covered in these standards
- d. *Employer* shall mean any firm or establishment agreeing to employ apprentices under a program of apprenticeship established in accordance with these standards
- e. *Standards* shall mean this entire document
- f. *Supervisor of apprentices* shall mean the individual (owner, supervisor, or journeyman) selected by the employer to supervise and direct the training of apprentices on the job
- g. *Registration agency* shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship council recognized by, and conforming to, the standards established by the Bureau of Apprenticeship and Training.

Local application of these standards in States having recognized State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

## 2. Local Apprenticeship and Training Committee

The committee shall be composed of five members who shall be appointed by the president of the local unit of the Automotive Service Councils, (ASC) Inc. If the ASC unit has a bargaining agreement with a local union, the committee shall include equal representation of the union.

A quorum of three members must be present to carry on the business of the committee. Meetings of the committee shall be held periodically at a time and place designated by the local committee.

This committee shall administer the apprenticeship system in accordance with these standards, and its decision in matters of apprenticeship shall be final. Special attention is called to the specific duties of the committee. They are:

- a. To interview, select, and indenture all apprentices.
- b. To suspend or cancel agreements when necessary.
- c. To maintain adequate apprenticeship records.
- d. To arrange for all-round experience.
- e. To provide for adequate related study.
- f. To select instructors for classes.
- g. To prepare annual training budget estimates and recommend means of providing adequate finances.
- h. To make proper financial accounting of all training funds.
- i. To evaluate the training facilities of employers desiring apprentices.
- j. To arrange for proper presentation of certificates of completion.
- k. To be responsible for proper representation of various apprenticeship functions.
- l. To promote good public relations.
- m. To plan, recommend, and encourage appropriate training for journeymen.

## 3. Consultants to the Committee

The following may be requested to designate a representative to serve as consultant to the committee:

- a. The Bureau of Apprenticeship and Training, U.S. Department of Labor.
- b. The local public school authorities responsible for trade and industrial education.

- c The local branch of the State employment service
- d The State apprenticeship council (where such recognized State agency exists)

Consultants may be asked to participate, without vote in conferences on special problems related to apprenticeships that affect the agency or organization they represent

#### 4. Equal Employment Opportunity in Apprenticeship

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. Local program sponsors 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, as amended April 8, 1971.

#### 5. Qualifications for Apprenticeship

To be eligible for apprenticeship, applicants must be not less than 18 years of age and not over 30 years of age and physically fit for the work of the trade as evidenced by a doctor's certificate. The expense of the physical examination shall be borne by the employer.

Any exceptions must be specific, clearly stated in the local program, and apply equally to all applicants. Exceptions to the maximum age limit (30 years) may be granted for honorably discharged veterans or applicants who have had previous work experience at the trade or to meet minority employment goals and timetables.

Additional qualifications, such as those relating to education and aptitude testing, may be established. However, such qualifications must also be specific, related to job performance, and clearly stated in the local program.

In addition to the equal opportunity pledge (stated in item 4), each local program sponsor employing five or more apprentices will be required to adopt both an affirmative action plan and apprentice selection procedures (see item 24). If a written analysis indicates underutilization of minority members, the affirmative action plan shall include goals and timetables for the selection and employment of minorities. A

local program sponsor employing fewer than five apprentices will be required only to include the equal opportunity pledge in the program.

## 6. Credit for Previous Experience

Applicants accepted for apprenticeship who have been employed in the trade as apprentices, or in some other capacity, shall be granted advanced standing as apprentices, commensurate with their past experience, after their records have been checked and evaluated by the committee. The committee also shall require these applicants to take an examination that will cover practical experience and related instruction subjects.

Apprentices admitted to advanced standing shall be paid upon entrance the wage rate of the period in which they are placed.

An apprentice claiming previous experience at the trade shall be required to furnish the committee substantial evidence of such employment, including:

- a A letter from the firm(s) (on the firm(s) letterhead) where they were employed stating the dates of employment and type of work performed
- b A record of previous related instruction subjects and work experience at the trade

## 7. Continuity of Employment

Apprentices (including those accepted with previous experience) shall be given continuous employment insofar as possible. In the event of reduction in force, all furloughed apprentices will be given the opportunity to return to their apprenticeship before new apprentices are hired.

## 8. Apprenticeship Agreement<sup>2</sup>

Each apprentice (and if a minor, the parent or guardian) and the employer shall sign an apprenticeship agreement. The

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

agreement shall be approved by the committee and registered with the registration agency. Copies of the apprenticeship agreement will be sent to the apprentice, the committee, and the registration agency and retained by them.

Each apprenticeship agreement shall contain a statement covering the terms and conditions of employment and training, a description of the trade to be learned, a schedule of the work processes and wage rates, and a requirement that the apprentice shall attend related theoretical instruction for the time required by the trade being learned. This agreement shall make the local program a part of it.

Each apprenticeship agreement shall contain a clause stating that there shall be no liability on the part of the employer or agent for any injury sustained by apprentices engaged in related instruction at a time when their employment has been temporarily or permanently terminated.

Employers will make every effort to provide reasonably continuous employment for apprentices.

## **9. Probationary Period**

All apprentices shall serve a probationary period of not less than 500 hours of reasonably continuous employment. During the probationary period, the apprenticeship agreement may be canceled or terminated by the committee, or the committee may terminate the apprenticeship agreement upon the written recommendation of the employer or the apprentice, without the formality of a hearing.

After the probationary period, an apprenticeship agreement shall not be terminated without the opportunity for a hearing by the committee. The employer and the apprentice shall be notified in writing and asked to appear at the hearing of the committee.

The registration agency shall be advised by the committee of all terminations, suspensions, and completions.

## **10. Responsibilities of Apprentices**

The committee shall impress upon apprentices that, in signing the apprenticeship agreement, they voluntarily agree to abide by the provisions of the apprenticeship program and

assume the following responsibilities and obligations imposed upon them by the apprenticeship program:

- a. To perform diligently and faithfully the work of the trade and duties assigned by the employer, supervisor, or journeyman in accordance with the provisions of the local program.
- b. To respect the property of the customer, employer, journeyman, and others and to abide by the working rules and regulations of the employer and the committee.
- c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade.
- d. To maintain records of work experience and related instruction as may be required by the committee.
- e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
- f. To work for the person to whom assigned.
- g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort are being spent in affording them an opportunity to become competent journeymen.
- h. To be neat in appearance at all times.
- i. To furnish the required hand tools necessary to perform the work of an apprentice.
- j. To purchase their own textbooks or any other items which will become their own personal property.

## 11. Safety

The apprentice shall be instructed in safe and healthful work practices and the employer 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 910596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

## 12. Registration

All local apprenticeship programs developed must have the official approval of the employer (and the union where

applicable) and be registered with the appropriate registration agency. These national standards of apprenticeship may be used as a guide. The name, address, social-security number, veteran or nonveteran status of all apprentices, and all apprentice cancellations, terminations, suspensions, and completions shall be reported to the appropriate registration agency.

### 13. Related Instruction

- a. Apprentices shall enroll in and attend related theoretical instruction classes for not fewer than the number of hours stipulated for the trade they are learning. A minimum of 144 hours of related instruction each year of the apprenticeship is normally considered necessary.
- b. It is recommended that related instruction be limited to apprentices who have executed an apprenticeship agreement and are actually employed as indentured apprentices in the trade.
- c. Apprentices shall be expected to exercise the same diligence in their related instruction as they do in their work on the job. The determination by the committee of an apprentice's progress and fitness for the trade shall be based, in part, on the proficiency shown in the subjects covered in the related instruction courses as well as the performance on the job.
- d. In cases of failure on the part of apprentices to fulfill their obligations with respect to related instruction attendance or department, the committee may withhold their periodic wage advancements, suspend their employment, or terminate their apprenticeships.
- e. Time spent in related instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent<sup>3</sup> unless related study is required during regular hours of work.
- f. All excuses for having missed related instruction classes shall be made to the committee in writing. The employer agrees to abide by the decision of the committee when requesting that an apprentice be laid off or that an apprentice's pay raise be withheld.

<sup>3</sup>In Wisconsin State law provides that the employer shall pay the apprentice at the regular hourly rate for the time spent receiving related instruction. It also provides that, if the apprenticeship is for a longer period than 2 years, the total amount of instruction shall not be less than 400 hours.

- h The apprentice will be required to attend additional specialized related instruction classes or supplemental training as may be specified by the committee

#### 14. Examination

Before each 1,000-hour period of advancement or at any time that is determined by the committee, apprentices will be required to appear before the committee with work progress records. The examination will cover the work of apprentices on the job and in related instruction subjects. If apprentices fail to show in the examination that they are qualified for advancement, they may be required to repeat a specified process or a series of processes, and if they show that they do not have the ability to become competent craft workers, their apprenticeship agreements may be terminated.

#### 15. Apprentice Reports and Advancements

Each apprentice shall submit a monthly report of work experience to

- a The supervisor of apprentices, who shall certify the correctness of the report and evaluate the apprentice's work as being excellent, good, fair, or poor. (See the sample report form on page 23.)
- b The instructor, who shall record the apprentice's grade for the period, the number of classes missed, and any appropriate remarks (Where formal classes are not provided, home study assignments from reliable textbooks should be made by the committee. The apprentice should report the number of hours spent in such study, make appropriate remarks, and be subject to written reports and written or oral examinations.)
- c The committee, as requested (Some committees require that the reports be submitted each month, while others require the apprentice to submit six completed monthly work reports when requesting periodic advancement.)

## 16. Instructions to the Apprentice

Daily recordings of work experience are to be made by the apprentice in accordance with jobs assigned. If, for example, on the 16th day of the month an automobile mechanic apprentice was assigned and did work on brakes for 2 hours, transmissions for 5 hours, and rear axle assembly for 1 hour, it would be recorded on line 16 of the *Apprentice Daily Record* form — 2 under B, 5 under D, and 1 under E. (Proper identification of items B, D, and E is given in Sample Work Processes (see item 25) under Automotive Mechanic.)

The same method of recording can be used by the automobile body repairer apprentice, the automobile painter apprentice, and apprentices in other trades that may be added to these standards.

Each apprentice should complete every item required on the *Apprentice Monthly Report* form neatly, accurately, and orderly, except for those spaces reserved for the supervisor or employer and the instructor of apprentices, if formal classes are provided. It is also important that each apprentice know that this is the official permanent record.

## 17. Apprentice Record System

Each apprentice committee should purchase a metal file cabinet for keeping its apprentices' monthly reports. Index cards should also be purchased on which the name of each apprentice will appear. As cards are submitted to the committee, they can be permanently and properly filed. In this manner, they will be readily available whenever a complete review of the record is necessary and can easily be forwarded if an apprentice moves to another community. (The cards can be ordered from the National Office of the Automotive Service Councils, Inc. No committee should function without a proper apprentice record system.)

## 18. Employer Participation

Local programs of apprenticeship established by a unit of the Automotive Service Councils (ASC), Inc., will entitle its membership to participate in the training of apprentices under

the program provided the establishment can meet the minimum requirements established herein.

- a. An employer who is not a member of the ASC but desires to participate in a local apprenticeship program shall address a letter to the committee requesting its approval and expressing a desire to carry out the intent and purpose of the local apprenticeship program.
- b. An employer who is not a member of and does not contribute to the ASC shall pay the same pro rata share of training costs as other employers participating in the local apprenticeship program.

## 19. Employer Responsibility

- a. Each employer shall designate a journeyman or supervisor to act as the supervisor of apprentices on the job and be responsible for seeing that every apprentice has executed an apprenticeship agreement.
- b. The supervisor of apprentices shall make certain that apprentices are being given the variety of work experience on the job required to make them skilled in all aspects of their trade.
- c. The employer or designated supervisor shall see that the apprentices attend related instruction classes for a minimum of 144 hours per year, or as otherwise established by the local committee.
- d. The employer or designated supervisor shall notify the committee when apprentices are deficient in their work, interests, and attitudes.
- e. The employer may be required to appear before the committee at intervals to keep the committee informed as to an apprentice's progress, conduct, interest, and attitude.
- f. The employer will be required to carry out the intent and purpose of the local apprenticeship program.
- g. The committee may reject the request for an apprentice from an employer who the committee finds is not complying with the apprenticeship program or paying into the training fund where established.

## **20. Hours of Employment**

The workday and workweek for apprentices shall be the same as that for journeymen and shall be subject to the same conditions. In no case shall overtime or out-of-town work that will interfere with related instruction be permitted. The apprentice shall work under the immediate supervision of the employer, supervisor, journeyman, or designated supervisor of apprentices at all times. At no time shall an apprentice be permitted to work overtime without being under the immediate supervision of a journeyman.

## **21. Certificate of Completion of Apprenticeship**

Certificates of completion of apprenticeship shall be secured from the appropriate registration agency for presentation to apprentices who satisfactorily complete all the requirements of the local apprenticeship program.

## **22. Adjustment of Differences**

The employer and the apprentice shall have the right of appeal to the local apprenticeship committee of disputes or controversies arising over any provision of the apprenticeship program that cannot be satisfactorily settled by them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

## **23. Modification of Local Programs**

Local programs may be modified at any time by the apprenticeship and training committee, but no modifications or changes shall affect apprenticeship agreements in effect without the consent of the apprentice. All amendments to the local program shall be registered with the appropriate registration agency.

## **24. Sample Selection Procedures**

- a Information regarding apprenticeship opportunities shall be publicly disseminated. As a minimum, local

- State employment service offices and local schools shall be utilized to effect this dissemination
- b As apprentice openings occur, responding candidates who meet the minimum qualifications shall be recorded and referred to the local employment service office for aptitude testing
  - c Applicants achieving passing scores on the aptitude tests shall be interviewed by the employer. The interview shall encompass educational background, attitude toward work and apprenticeship, sense of responsibility, and other factors
  - d Qualified applicants shall be rated on the basis of their interviews. The highest rated applicant shall be selected for the opening.
  - e Records of the selection process shall be kept for 5 years (see page 24)

**25. Sample Work Processes**

The following recommendations are designed as guides and should be followed as closely as *conditions* permit

*Automobile Mechanic*

(4-year apprenticeship)

Approximate  
hours

- 1 Recommended work-experience schedule
  - A Shop routine (new vehicle service, body service, installing accessories, and keeping shop clean and orderly) . . . . . 500
  - B Brakes (adjusting, relining, and repairing hydraulic systems, power-operated, air, and vacuum brakes) . . . . . 500
  - C Chassis (frames, steering units, front suspensions systems, shock absorbers, spring) . . . . . 750
  - D Clutches and transmissions (standard) and automatic transmissions, overdrives and shift controls, power takeoff) . . . . . 1,250

E	Rear axle assembly (differential, universal joints, drive lines, rear axle)	750
F	Power plants (valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning)	1,500
G	Electric system (wire and light system, alternator, generator and regulator, starting motors, windshield wipers, etc., instruments and gages, ignition and battery, transmission controls)	1,000
H	Motor analyzing (carburetors, fuel systems, distributors, etc., troubleshooting, fuel injectors, tuneup)	1,000
I	Exhaust emission controls (exhaust analyzers, catalytic converters, controls, pumps)	300
J	Miscellaneous (exhaust systems, welding, auxiliary devices, etc., shop operations, service, selling, and supervision review)	450
	Total	8,000

2 Recommended apprenticeship wage schedule:

First 6 months (1,000 hours)	55 percent of journeyman's scale
Second 6 months (1,000 hours)	60 percent of journeyman's scale
Third 6 months (1,000 hours)	65 percent of journeyman's scale
Fourth 6 months (1,000 hours)	70 percent of journeyman's scale
Fifth 6 months (1,000 hours)	75 percent of journeyman's scale
Sixth 6 months (1,000 hours)	80 percent of journeyman's scale

Seventh 6 months (1,000 hours)	85 percent of journeyman's scale
Eighth 6 months (1,000 hours)	90 percent of journeyman's scale
Average percentage	72.5

### 3 Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the following ratios of apprentices to journeymen be observed

1 to 3 journeymen	1 apprentice
4 to 6 journeymen	2 apprentices
7 to 9 journeymen	3 apprentices

(For larger shops, a continuation of these ratios is suggested)

**Automobile Body Repairer**  
(4-year apprenticeship)

Approximate  
hours

1 Recommended work-experience schedule

- A Shop routine 500

*Objective* To learn the basic procedures and routine used in the day-to-day operation of an auto body repair shop

*Content* Using and maintaining typical shop tools and equipment, shop safety practices, and exposure to basic mechanical concepts and procedures

- B Basic metal work 1,500

*Objective* To develop skills in assembling, straightening, and aligning various body components of a passenger car, and to fully understand the strains and stresses of damaged body panels

*Content* Disassembling, assembling, and aligning, roughing small dents with a hammer and dolly, dinging small dents with a pick and file, metal shrinking, welding and brazing, soldering, plastic filling, and repairing large dents using all of the above procedures

- G Advanced metal work 1,500

*Objective* To perform metal work on a more responsible level in hinge adjustments, door, trunk lid, and hood openings, handling obstructions in the process of metal working, including trim, door handles, locks, and window regulators

*Content* Repairing door panels, rocker panels, quarter panels, trunk lids, and hoods, installing doors, trunk lids, and hoods, and transferring all necessary parts

D Refinishing ..... 1,000

*Objective.* To appreciate the importance of a quality metal finish for a quality paint application and its endurance, to prepare a surface of any panel using all normal shop equipment, including spray guns, filters, compressors, and other such equipment; and to perform spot-refinishing

*Content* Compounding, polishing, and waxing automotive finishes, feather-edging metal finished areas, properly using masking tape, applying primer-surfacer, glazing putty, and sanding these materials, refinishing body panels with enamel-type paint, two-phase painting (color and clear), refinishing nonsteel body panels, including polyurethane, aluminum, and fiberglass

E Basic auto body rebuilding ..... 1,500

*Objective:* To finalize all phases of auto body damage repair and installation skills

*Content* Repairing top cowl panels, cowl posts, and firewalls, repairing body and trunk floors and seats, repairing turret tops, including rear glass and windshield openings, installing quarter panels, door panels, and rocker panels

F Major auto body rebuilding ..... 2,000

*Objective* To develop complete and well-rounded skills in total auto body repair and frame alignment

*Content* Repairing frame horns, repairing frames from under rear seat to rear cross member on unibody structures and conventional frames, repairing frame from cowl forward to frame horns, repairing bumpers and mounting structures, transferring and being responsible for major component and subassemblies, such as suspensions, engines, and related parts, drive train, rear

axle, and braking, air-conditioning, and cooling systems

Total ..... 8,000

## 2. Recommended apprentice wage schedule

First 6 months (1,000 hours) .....	55 percent of journeyman's scale
Second 6 months (1,000 hours) .....	60 percent of journeyman's scale
Third 6 months (1,000 hours) .....	65 percent of journeyman's scale
Fourth 6 months (1,000 hours) .....	70 percent of journeyman's scale
Fifth 6 months (1,000 hours) .....	75 percent of journeyman's scale
Sixth 6 months (1,000 hours) .....	80 percent of journeyman's scale
Seventh 6 months (1,000 hours) .....	85 percent of journeyman's scale
Eighth 6 months (1,000 hours) .....	90 percent of journeyman's scale
Average percentage .....	72.5

## 3. Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the following ratios of apprentices to journeymen be observed

1 to 3 journeymen .....	1 apprentice
4 to 6 journeymen .....	2 apprentices
7 to 9 journeymen .....	3 apprentices

(For larger shops, a continuation of these ratios is suggested)

**Automobile Painter**  
(3-year apprenticeship)

Approximate  
hours

1 Recommended work-experience schedule

A	Miscellaneous .....	400
B	Cleaning equipment and metal surfaces to be painted .....	600
C	Rough sanding of repair or rust spots .....	500
D	Masking around panels to be painted .....	500
E	Removing Paint .....	500
F	Sanding, intermediate coats .....	500
G	Rubbing and polishing finished coat .....	500
H	Adjusting spray gun and spraying intermediate coats .....	800
I	Adjusting spray gun and spraying finished coat .....	400
J	Brush touchuping .....	300
K	Spot or patch repairing and mixing paints .....	1,000
	<b>Total .....</b>	<b>6,000</b>

2 Recommended apprentice wage schedule

First 6 months (1,000 hours) .....	55 percent of journeyman's scale
Second 6 months (1,000 hours) .....	60 percent of journeyman's scale
Third 6 months (1,000 hours) .....	65 percent of journeyman's scale
Fourth 6 months (1,000 hours) .....	70 percent of journeyman's scale
Fifth 6 months (1,000 hours) .....	80 percent of journeyman's scale
Sixth 6 months (1,000 hours) .....	90 percent of journeyman's scale
Average percentage .....	70

3 Recommended ratio of apprentices

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is

recommended that the following ratios of apprentices to journeymen be observed

1 to 3 journeymen

1 apprentice

4 to 6 journeymen

2 apprentices

7 to 9 journeymen

3 apprentices

(For larger shops, a continuation of these ratios is suggested)

# FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

## 1. Wage and Hour Regulations [ruling concerning payment for time spent by apprentices in related instruction]

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the (employee's) regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U S Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

## 2. Veterans Readjustment Legislation [Public Law 90-77, 90th Congress]

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U S Department of Labor, and be approved by the appropriate State veterans approving agency.

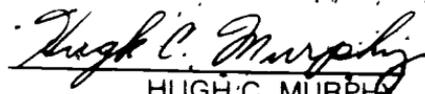
Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments

Signed and dated this 3rd day of January 1977; at Elmhurst, Illinois for the AUTOMOTIVE SERVICE COUNCILS, INC



George W Merwin III  
Executive Vice President

Registered as incorporating the basic standards recommended by the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor.



HUGH C. MURPHY  
Administrator

84165

Registration Number

1-19-77

Date

# APPENDIX

## APPRENTICE MONTHLY REPORT

\_\_\_\_\_  
(Full name of apprentice)

\_\_\_\_\_  
(Name of trade)

\_\_\_\_\_  
(Month)

19

Number of months at trade \_\_\_\_\_ Hourly wage rate \_\_\_\_\_ Total wages received \_\_\_\_\_

\_\_\_\_\_  
(Signature of apprentice)

### Apprentice Progress

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_  
(Supervisor or employer must check one)

\_\_\_\_\_  
(Signature of supervisor or employer)

### RELATED INSTRUCTION

Number of hours of home study \_\_\_\_\_ Number of classes missed \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of instructor)

We, the undersigned, certify that this apprentice's monthly report is true and correct

# AUTOMOTIVE SERVICE COUNCILS, INC APPLICANT RATING FORM

Name \_\_\_\_\_ Social security No \_\_\_\_\_ Area code and phone No \_\_\_\_\_  
 Street \_\_\_\_\_  
 City, State Zip Code \_\_\_\_\_

**Instructions** Evaluate qualified applicants on each of the characteristics listed using the following point system

Excellent	3 Points
Above average	2 Points
Average	1 Point
Below average	0 Points
Maximum	24 Points

### Education

- (1) High school record shows interest and achievement in subjects pertinent to the trade \_\_\_\_\_
- (2) Successfully completed courses or instructions (other than high school) which will be helpful in the trade \_\_\_\_\_

### Experience

- (1) Miscellaneous part- or full-time jobs *not related* to the trade \_\_\_\_\_
- (2) Miscellaneous part- or full-time jobs in or *related* to the trade \_\_\_\_\_

### Interview

- (1) Sincere interest in learning the trade \_\_\_\_\_
  - (2) Attitude toward hard work and desire to learn \_\_\_\_\_
  - (3) Attitude toward attending classes \_\_\_\_\_
  - (4) Personal characteristics \_\_\_\_\_
- Total \_\_\_\_\_

AUTOMOTIVE SERVICE COUNCILS, INC  
APPLICATION FOR APPRENTICESHIP

Name \_\_\_\_\_ Social security No \_\_\_\_\_ Area code and phone No \_\_\_\_\_

City, State, zip code \_\_\_\_\_

Street \_\_\_\_\_

Date of birth \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ No of dependents \_\_\_\_\_

High school graduate \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Where \_\_\_\_\_ Year \_\_\_\_\_

Other schools attended \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name address (including Zip code) and phone number of present or last employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have had previous experience in the trade please state where and give date(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I am accepted for apprenticeship and receive employment I understand that my employment and responsibilities will be in compliance with the apprenticeship program formulated by the apprenticeship committee which is registered with the U S Department of Labor Bureau of Apprenticeship and Training, or the recognized State apprenticeship agency I further understand that I must work, diligently to learn my trade, attend classes and/or complete home study assignments with creditable ratings, and submit reports as the apprenticeship committee directs I further understand that my continued success in the automotive repair industry is dependent upon the reputation I build for myself

\_\_\_\_\_  
(Signature of applicant)

## APPRENTICE DAILY RECORD

Days	Hours worked on each class of work														Total hours			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N		O	P	Q
1																		
2																		
3																		
4																		
5																		
6																		
7																		
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26																		
27																		
28																		
29																		
30																		
31																		
Total																		

Automotive Service Councils, Inc  
APPRENTICE IDENTIFICATION CARD

\_\_\_\_\_  
(Trade)

\_\_\_\_\_  
(Name of apprentice)

Social security No \_\_\_\_\_

Apprentice classification \_\_\_\_\_ Period \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Hourly wage rate \$ \_\_\_\_\_ Age \_\_\_\_\_

Issued by: \_\_\_\_\_

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 Student     Other Student     Non-student

**PRIVACY ACT STATEMENT**

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

Privacy Act of 1974 P.L. 93-579

THIS AGREEMENT entered into this      day of      19      
 between the parties (C Name of local apprenticeship standards  
 represented by the Joint Apprenticeship Committee hereinafter referred to as the COMMITTEE and  
 (Name of Apprentice both 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, place ment, 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 here in are hereby incorporated in and made a part of this agreement.</p>	<p><b>TRAINING DATA</b></p> <p>APPRENTICESHIP TERM:    PROBATIONARY PERIOD:</p>
	<p>DATE OF PREVIOUS TRADE EXPERIENCE:    TERM REMAINING:</p>
<p>THIS AGREEMENT may be amended through mutual consent of the signers to conform with any change in the requirements of the trade.</p> <p>SIGNATURE OF APPRENTICE:</p> <p>ADDRESS: Number Street in City, State, Zip Code</p> <p>SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE:</p> <p>SIGNATURE OF GUARDIAN:</p> <p>NAME OF REGISTRAR:    DATE:</p> <p>SIGNATURE OF REGISTRAR:</p>	<p><b>TO BE COMPLETED BY THE APPRENTICE</b></p> <p>SEX:    Male          (Male or Female)</p> <p>RACE ETHNIC GROUP:    Caucasian, White          Negro, Black          Oriental          American Indian          Span. or Mexican          Unknown or Not Available          Not Elsewhere Classified</p> <p>HIGHEST EDUCATIONAL LEVEL:    8th grade or less          9th grade or more          12th grade or more</p> <p>DATE: Month Day Year</p>

U.S. D. L. 111  
Jan. 1976

U.S. DEPARTMENT OF LABOR Employment and Training Administration  
 Bureau of Apprenticeship and Training  
**APPRENTICESHIP AGREEMENT  
 BETWEEN  
 APPRENTICE AND EMPLOYER**  
 USE AN APPROPRIATE TITLE

**PRIVACY ACT STATEMENT**  
 This form is exempt from the usual privacy legislation and is exempt from the provisions of the Privacy Act of 1974, P.L. 93-579.

The employer and apprentice whose signature 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 found in Section 30.3 of Title 29 Code of Federal Regulations, Part 30, and in accordance with the rules and regulations of the Apprentice Contract 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 IS TO BE COMPLETED BY THE EMPLOYER AND APPRENTICE

NAME OF EMPLOYER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF APPRENTICE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF AGREEMENT \_\_\_\_\_

SIGNATURE OF EMPLOYER \_\_\_\_\_  
 TITLE \_\_\_\_\_

SIGNATURE OF APPRENTICE \_\_\_\_\_  
 TITLE \_\_\_\_\_

DATE OF AGREEMENT \_\_\_\_\_

NAME OF APPRENTICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**TO BE COMPLETED BY THE APPRENTICE**

DATE OF BIRTH \_\_\_\_\_

SEX  Male  Female

RACE  Caucasian White  
 Negro Black  
 Oriental  
 American Indian  
 Spanish American  
 Unknown Not Available  
 Not Elsewhere Classified

HIGHEST EDUCATION LEVEL  8th grade or less  
 9th grade or more  
 12th grade or more

DATE (Mo. Day, Yr.) \_\_\_\_\_

ETA 4718  
 Jan 1974



# STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services  
Department of Economic Security  
P.O. Box 8123  
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  
State Centennial Building  
1313 Sherman Street Room 423  
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 Industrial  
Relations  
518 North Union Street  
Wilmington, Del. 19805

District of Columbia  
Apprenticeship Council  
605 G Street N.W.  
10th Floor  
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 Milliani Street  
Honolulu, Hawaii 96813

Apprentice Training Division  
Kansas Apprenticeship Council  
Department of Labor  
401 Topoka 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  
Building  
Baton Rouge, La. 70804

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

Maryland Apprenticeship and  
Training Council  
Department of Labor and Industry  
203 East Baltimore Street Room  
1106  
Baltimore, Md. 21202

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

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

Montana State Apprenticeship  
Council  
Division of Labor Standards  
1831 Helena Avenue  
Helena, Mont. 59601

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

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

New Mexico Apprenticeship Council  
Labor and Industrial Commission  
Suite 212  
2340 Menaul NE  
Albuquerque, N. Mex. 87101

Bureau of Apprenticeship Training  
Department of Labor  
The Campus Building 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  
2121 West Fifth Avenue, Room 250  
Columbus, Ohio 43216

Apprenticeship and Training  
Division  
State Office Building, Room 446,  
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. 00947

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

Utah Apprenticeship Council  
#28 East 2100 South, Suite 104  
Salt Lake City, Utah 84115

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

Division of Apprenticeship Training  
Department of Labor and Industry  
P.O. Box 1814  
Ninth Street Office Building -  
Room 304  
Richmond, Va. 23214

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

Apprenticeship Division  
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.

# 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 NE 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 Griffin and Young Streets Room 858 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> New Custom House Room 476 721-19th Street Denver, Colo 80294	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> Federal Office Bldg, Room 8014 609 First Avenue Seattle, Wash 98174	Alaska Idaho Oregon Washington

# 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



# Certificate of Completion of Apprenticeship

United States Department of Labor  
Bureau of Apprenticeship and Training

1951 the National Apprenticeship Program 40th Year 1971

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



Secretary of Labor  
Assistant Secretary for  
Apprenticeship and Training  
Bureau Administration

Date Completed

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