

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



NOV 27 2017

Mr. Martin Garsee
Executive Director
National Association of Publicly Funded
Truck Driving Schools
555 Community College Drive – Bldg. B
Houston, Texas 77013

Dear Mr. Garsee:

Enclosed are your revised National Standards of Apprenticeship for the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. The Office of Apprenticeship has found these National Standards of Apprenticeship to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the National Standards for your records, as well as a Certificate of Registration that recognizes the NAPFTDS and FASTPORT as part of the National Apprenticeship System.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,

A handwritten signature in black ink, appearing to read "ZB", written over the printed name of Zach Boren.

ZACH BOREN
Division Chief,
Division of Program Quality, Standards
and Policy
Office of Apprenticeship

Enclosures

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



NOV 27 2017

Mr. Dave Harrison
Executive Director
FASTPORT
521 Centennial Ave.
W. Fork, Arkansas 72774

Dear Mr. Harrison:

Enclosed are your revised National Standards of Apprenticeship for the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. The Office of Apprenticeship has found these National Standards of Apprenticeship to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the National Standards for your records, as well as a Certificate of Registration that recognizes the NAPFTDS and FASTPORT as part of the National Apprenticeship System.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,

A handwritten signature in black ink, appearing to read "ZB", written over a circular stamp or mark.

ZACH BOREN
Division Chief,
Division of Program Quality, Standards
and Policy
Office of Apprenticeship

Enclosures



**NEW
NATIONAL STANDARDS OF APPRENTICESHIP**

DEVELOPED BY

**National Association of Publicly Funded Truck Driving Schools
(NAPFTDS) and FASTPORT, Inc.**

FOR THE OCCUPATION OF

TRUCK DRIVER

(Existing Title: TRUCK DRIVER, HEAVY)

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY

APPROVED BY

U.S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP

A handwritten signature in black ink, appearing to read "John V. Ladd", is written over a horizontal line.

JOHN V. LADD

Administrator, USDOL Office of Apprenticeship

REGISTRATION DATE: 11/27/17

RAPIDS REGISTRATION NUMBER: 2018ZA70114

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR**

This Page Intentionally Left Blank



TABLE OF CONTENTS

		Page
Foreword.....		iii
SECTION I	Program Administration	1
SECTION II	Equal Opportunity Pledge.....	2
SECTION III	Affirmative Action Plan and Selection Procedures.....	3
SECTION IV	Qualifications for Apprenticeship.....	3
SECTION V	Apprenticeship Agreement	3
SECTION VI	Supervision of Apprentices and Ratios	3
SECTION VII	Term of Apprenticeship.....	4
SECTION VIII	Probationary Period.....	4
SECTION IX	Hours of Work.....	4
SECTION X	Apprentice Wage Progression.....	5
SECTION XI	Credit for Previous Experience.....	5
SECTION XII	Work Experience	5
SECTION XIII	Related Instruction	6
SECTION XIV	Safety and Health Training.....	6
SECTION XV	Maintenance of Records	6
SECTION XVI	Certificate of Completion of Apprenticeship	7
SECTION XVII	Notice to Registration Agency.....	7
SECTION XVII	Registration, Cancellation, and Deregistration	7
SECTION XIX	Amendments and Modifications	8
SECTION XX	Adjusting Differences; Complaint Procedure	8
SECTION XXI	Transfer of an Apprentice and Training Obligation.....	9
SECTION XXII	Responsibilities of the Apprentice	9
SECTION XXIII	Technical Assistance	10
SECTION XXIV	Conformance with Federal Laws and Regulations	10
SECTION XXV	Definitions	11
SECTION XXVI	Official Adoption of Apprenticeship Standards	14

Appendix A - Work Process Schedule and Related Instruction Outline

Appendix B - Apprenticeship Agreement

Appendix C- Affirmative Action Plan (Required in 2 years upon registration)

Appendix D - Qualifications and Selection Procedures

Appendix E - Employer Acceptance Agreement



FOREWORD

The National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. apprenticeship standards have as their objective the training of Transportation and Logisticians skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.



SECTION I - PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If an ATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

Responsibilities of the Sponsor

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with the Registration Agency.
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes
- K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.



- M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29. 7(h)(1)(2)(i) and (ii).
- N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship.. Apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Suggested Structure of the Apprenticeship and Training Committee (ATC)

- A. Members of the ATC will be selected by the groups they represent.

Suggested Administrative Procedures

- A. The ATC will elect a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- B. The chairperson and secretary will have the power to vote on all questions affecting apprenticeship.
- C. The offices of chairperson and secretary will rotate (insert frequency) among members of the ATC.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Pledge: Transportation Consortium and its participating employers will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex,(including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Transportation Consortium 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. The Program Sponsor shall not discriminate against a qualified individual



with a disability because of the disability of such individual. The Program Sponsor will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Sponsors (Employers) with 5 or more registered apprentices are required to adopt a Affirmative Action Plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. Qualification and selection procedures (Appendix D) will be identified and will become part of these standards of apprenticeship upon registration or revision of these standards. However, the Office of Apprenticeship encourages the development of an affirmative action plan for all programs regardless of apprentice numbers.

For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 29 CFR § 29.5(b)(10)

Applicants will meet the minimum qualifications identified in Appendix E (Employer Acceptance Agreement). These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

SECTION V - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS -29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker.



For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP - 29 CFR § 29.5(b)(2)

The term of the occupation will be identified in Appendix A with an OJL attainment of **stated hours/competencies** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period will be identified in appendix A for each occupation.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required



number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION - 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE - 29 CFR §§ 29.5(b)(12) and 30.3(a)(1)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documents to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE - 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.



SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.12(a)-(d)

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions,



- layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

All such records are the property of the sponsor and will be maintained at the sponsor's office and at the individual facilities for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

SECTION XVII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.



The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.14

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate local authority to receive, process, and dispose of complaints shall be specified in box 13 of appendix B. A copy of the records will be furnished to:

Martin Garsee, Executive Director, NAPFTDS
555 Community College Dr., Building B
Houston, TX 77013
713-718-8203
cell # 713-304-8324
mgarsee@napftds.org

29 CFR § 30.14

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or



that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the



job and in related instruction as may be required by the sponsor.

- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.



SECTION XXV - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – employers may add or delete definitions depending on their needs.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

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

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.



JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OIL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. .

The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are the U.S. Department of Labor, Office of Apprenticeship, William Kraus, State Director-Georgia, Region 3, Atlanta, Georgia 30303. Kraus.william@dol.gov/404-302-5897.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.



SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.



SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. hereby adopt these standards of apprenticeship on this 15th day of September, 2017

Martin Garsco

Signature of Sponsor (NAPFTDS)

Martin Garsco

Printed Name

Dave Harrison

Signature of Sponsor (FASTPORT, INC.)

Dave Harrison

Printed Name



Appendix A

**National Association of Publicly Funded Truck Driving Schools
(NAPFTDS)**

and FASTPORT, Inc.

FOR THE OCCUPATION OF

TRUCK DRIVER

(Existing Title: TRUCK DRIVER, HEAVY)

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

TRUCK DRIVER

(Existing Title: TRUCK DRIVER, HEAVY)

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY

This schedule is attached to and a part of these Standards for the above identified occupation. Specific Wages will be included in Appendix E

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is 1.5-2 years with an OJL attainment of 3160 - 4160 Hours, supplemented by the minimum required 160-288 hours of related instruction annually.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$22.50.

4-Year Term Example:

1 st	6 months = <u>50%</u>	2 nd	6 months = <u>75%</u>
3 rd	6 months = <u>85%</u>	4 th	6 months = <u>100%</u>

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)



Appendix A

5.

**NAPFTDS/FASTPORT
WORK PROCESS SCHEDULE
FREIGHT DRIVER
(Existing Title: TRUCK DRIVER, HEAVY)
O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY**

Occupational Description: Transport and deliver freight over long distances in a safe, efficient, timely, and legal manner. Complete all necessary paperwork and maintain records required under State and Federal laws and regulations.

On the Job Training Phase

Yard and route driving

Pre-Trip

- Light Check
- Cargo sacrament
- Mirror adjustment
- Walk around inspection
- Coupling/Uncoupling
- Fuel Levels
- Diesel Particulate Filter Regeneration Procedures

OBC Use

- Knowledge of Circle of Service Macros
- Sending Load confirmation
- Sending arrived at shipper
- Sending Loaded Call
- Sending arrived at P/U or Drop
- Sending departed P/U or Drop
- Sending arrived at Consignee
- Sending empty at Consignee
- Fuel Routing with load assignment

Paperwork (8hrs)

- How to read and utilize road maps
- Routing a trip
- Scan/Transflow documents
- Company policy for scanning documents
- Hours of service regulations
- Company hours of service policies

Backing (11hrs)

- Backing hazards (sight side, blind side)
- Backing techniques (straight line, forty-five degree)

Hazardous Materials (1hr)



- Truck Cleanliness

Yard (12hrs)

- Turning
- Backing
- Sliding 5th wheel
- Drop & Hook
- Smith System
- Regulations for load sacrament
- Regulations for placards
- Regulations for railroad crossings
- Tire check regulations
- HM232 Security Plan

Miscellaneous Topics (4hrs)

- Company policy for reporting damaged Equipment
- Company policy for contesting road rescue
- Driver load/unload/assist and count responsibility
- Vehicle and load security (CTPAT)
- Shuttle runs
- Performing a load switch
- Optimized idle
- Fuel Compliance
- Fuel mileage optimizing techniques
- Port of entry and weigh station
- Weight and length station
- Weight and length laws
- Sliding the 5th wheel and tandems
- Customer service
- Personal appearance and cleanliness
- Signs of fatigue
- Accident reporting policy
- Drop and Hook (Company policy, procedures)

Driving Portion

- Demonstrates 15 second E.L.T
- Seeing and evaluating relevant information from distant objects
- Adjust eye lead distance to speed
- Minimum 6 second following distance
- Makes and executes decisions early
- Maintaining space cushion
- Mandating proper speed
- Moves eyes at least every 2 seconds
- Scans all intersections before entry
- Scans mirrors Frequently
- Checks mirrors when slowing or stopping the vehicle



-
- Avoids staring while evaluating relevant objects
 - Proper use of cruise control
 - Maintains proper space around vehicle
 - When stopped leaves appropriate space in front of vehicle
 - Lane selection and usage Turning (left/right)
 - Understands truck stop hazards
 - Mountainous driving (4 ways, lane usage and gear)
 - Selects proper gear when traveling grades
 - Shifting 10 speed transmission Phase 3 will be broken down into 2 weeks (80hrs)

Note: Driver will be with a trainer but performing all day to day operations with little to no instruction at standard. At the end of the period the Apprentice will be given a check ride to assess their progress.

Continuing Education, Related Training Instruction and (OJT) instruction

- Trainer monitors driver's proficiency for all items included in Phases 1&2.
- Fatigue management
- Backing and Docking
- Space management
- Lane Changes
- Visual search
- Rollover Prevention
- Hours of service
- QualComm Macro use
- CSA
- Pre-Trip
- Trip Planning
- Three points of contact
- Night driving
- Rear end collision avoidance
- Driver distractions
- Winter driving
- Coupling / Uncoupling
- Smith System
- Check Ride

On the Job Learning and continual RTI

The Apprentice will have mastered the skills required to begin the solo-driving portion of training. The fleet manager and Apprentice may prepare a list of goals and objectives for the Apprentice to achieve in the following months. This will give the Apprentice a clear view of what is expected and the fleet manager a way to assess their progress.

Level 3 training

Working with fleet manager (80hrs)

Safety and ICC Regulations (10hrs - 20hrs)

Continuing Education Training (3,060hrs)



-
- Using satellite communication on a regular basis
 - Sending and receiving information
 - Completing all required paperwork
 - Planning trip, Fuel stops, Rest breaks, Routing from point of origin to final destination
 - Driving in all environments, all times of the day and night
 - Performing all backing maneuvers
 - Dealing directly with the customer
 - Reviewing tire chain procedures, Requirements and chain laws
 - Practicing advanced backing techniques
 - Company Policies and Procedures
 - Loading and Unloading
 - Product Knowledge

▪ Approx. 3160 - 4160 Hours



6.

**NAPFTDS/FASTPORT
RELATED INSTRUCTION OUTLINE
TRUCK DRIVER
(Existing Title: TRUCK DRIVER, HEAVY)
O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY**

Pre Apprenticeship (Commercial Driving School)

The Apprentice will complete a full driving course at a selected driving school (160hrs – 186hrs). The Objective of the driving school will be to prepare an individual with an industry standard curriculum, an individual who has no previous tractor – trailer driving experience, for entry-level employment within the truck driving/transportation industry.

- Orientation
- View the State Driver's HandBook
- Control Systems of the tractor trailer inside the cab (1)
- Read and discuss any Special Requirement in the State CDL Handbook (2)
- Commercial Vehicles, Hours of Service, and Transportation Technology (3)
- Read and discuss Vehicle Inspection (pre-trip)
- Discussion of attitude/emotions and how they affect driving (1)
- Basic Control of the vehicle (1)
- Introduction to shifting (1)
- Backing and Docking (1)
- Coupling and Uncoupling of the tractor trailer (1)
- Visual Search, teaching defensive driving concepts (1)
- Whistleblower Act, and CDL Requirements (3)
- Vehicle Communications (1)
- Speed Management (2)
- Space Management (2)
- Communications, Emotions, Road Rage (1)
- CDL written test on section 14 and combination vehicles-Obtain CLP (4)
- Night Driving Operations (1)
- Extreme Driving Conditions (1)
- Hazard Perception (1)
- Emergency Maneuver/Skid Avoidance (1)
- Railroad Crossings Passive and Active (2)
- Computer Lab: Shifting, Backing Safely, Space Management, Speed Management, Railroad Crossing, and Emergency Maneuvers (10)
- Identification of Malfunctions and Maintenance (2)
- Diagnosing and Reporting Malfunctions (1)
- Handling and Documenting Cargo (1)



-
- Environment Issues (1)
 - Terrorism (1)
 - CSA 2010 now Compliance, Safety, Accountability (1)
 - Computer Lab: Accident Procedures, and Trip Planning (3)
 - Accident Procedures (2)
 - Pre-Trip Inspection (2)
 - Air Brakes (1)
 - General Knowledge (2)
 - Trip Planning and Driving International Routes (3)
 - Managing Life and Personal Resources on the Road (1)
 - Map Reading (3)
 - Trip Planning (2)
 - Assessment on Pre-Trip, Air Brakes, and General Knowledge (3)
 - Logging/HOS/ Map Reading and Logging Test (5)
 - Professional Development (1)
 - Fatigue (1)
 - Transportation Security, and Communications (3)
 - Communications, Visual Search, Night Driving Operations, Extreme Driving Conditions, Skid Control, and Hazard Awareness (10)
 - Coupling and Uncoupling, Sliding 5th Wheels and Tandem Slides, Special Rigs, Vehicle Inspections, and Preventive Maintenance (10)
 - Preventive Maintenance and Service, Diagnosing and Reporting Malfunctions, Handling Cargo, and Cargo Documentation (10)
 - Hazardous Materials, Public Relations, Professional Development/Job Search, Professional Driver Health Safety and Security, and Final Exam (10)
 - Shifting and Basic Control (20)
 - Straight Line Backing (10)
 - Basic Control, Left and Right Turns (10)
 - Basic Control, Commentary Driving, Lane Control (10)
 - Intersection Control, Space Management, And Speed Management (10)
 - Skip Shifting, Moderate Traffic, Heavy Traffic (10)
 - Parallel Parking (10)
 - Curves, Turns Freeway Driving, On and Off Ramps (10)
 - Road Test (10)
 - Skills Testing, Turns (10)
 - Forty-Five Degree Backing (10)
 - Ninety Degree Backing (10)
 - Skills Review (10)
 - Night Operations (8)
 - Hazard Perception, Night Operations (8)
 - Third Party Administered CDL Test

Approx. 160 - 288 hours



Related Training Instruction

Classroom, Yard , and Safety

- Turning techniques
- Backing techniques
- Smith system fundamentals and use of
- Texting/Cell Phone /GPS regulations/Policies
- Hazardous Materials / HM232
- Customs-Trade Partnership against Terrorism (C-TPAT)
- Compliance, Safety, Accountability (CSA)
- Federal Motor Carrier Safety Regulations (FMCSR)

Hours of Service

- 11 Hour Regulations / Policy
- 14 Hour Regulations / Policy
- 70 Hour Regulations / Policy
- 32 Hour Reset Regulations / Policy
- Electronic Onboard Recording Device (EOBR)

Route Planning

- Planning a route
- Highway numbering
- Low clearance symbols/routes
- No truck route symbols

Fuel Management

- Optimized fuel routing
- Idle management
- Speed Management

Operations

- Customer Service
- Overview of Operations
- Load Assignment
- QualComm Macros

General Knowledge

- Driver wellness
- Overage, Shortage and Damaged Freight (OS&D)
- Driver manual/Company policy
- Mentor Experience

Maintenance

- Introduction to maintenance
- Sliding 5th wheel
- Regeneration/DEF
- Pre-Trip Inspection



Appendix B

National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc.

**FOR THE OCCUPATION OF
TRUCK DRIVER**

(Existing Title: TRUCK DRIVER, HEAVY)

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY

ETA-671 APPRENTICESHIP AGREEMENT

This Page Intentionally Left Blank



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number - -	Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee		7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship		
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date		

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code) National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc.		2a. Occupation (The work processes listed in the standards are part of this agreement). FREIGHT DRIVER (Existing Title: TRUCK DRIVER, HEAVY)	2b. Occupation Code: 980HY 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input checked="" type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.) Approx. 3160 - 4160 Hours	5. Probationary Period (Hrs., Mos., Yrs.) 500
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year) 144	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source NAPFTDS - FASTPORT
-----------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage **\$22.50**

Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	2	3	4	5	6	7	8	9	10
	1000	1000	1000	1000						
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	50%	75%	85%	100%						

11. Signature of Sponsor's Representative(s) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) CONTACT NAME AND TITLE ENTER SPONSOR NAME HERE SPONSOR STREET ADDRESS SPONSOR CITY, STATE SPONSOR ZIP CONTACT PHONE: CONTACT FAX CONTACT EMAIL:
12. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
------------------------------------	------------------------------------	--------------------

4. Apprentice Identification Number (Definition on reverse):

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.					
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.							
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023).

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**National Association of Publicly Funded Truck Driving Schools
(NAPFTDS)**

and FASTPORT, Inc.

FOR THE OCCUPATION OF

TRUCK DRIVER

(Existing Title: TRUCK DRIVER, HEAVY)

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980HY

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

**APPROVED BY: _____
REGISTRATION AGENCY**

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



This Page Intentionally Left Blank



SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the minimum qualifications identified in Appendix E. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

SECTION II - APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year depending on apprenticeship opportunity. Every person requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute receipt of a completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III - SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b): The Transportation Consortium and participating employers will select potential apprentices from both incumbent workers and to external sources. The apprenticeship



selection process and procedures will be uniformly and consistently applied to all applicants and apprentices within the selection procedure utilized. The sponsor's procedures for selection of apprentices must be included in the written plan for Standards of Apprenticeship submitted to and approved by the Registration Agency, as required under Section 29 CFR 29.5.

SECTION II - APPLICATION PROCEDURES (EXAMPLES)

- A. Applicants will be accepted throughout the year or for a specified time period. Every person requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III - SELECTION PROCEDURES (EXAMPLES)

Sponsor must select one (1) of the following:

- 1. *Alternative selection methods*



The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

2. ***Selection on basis of rank from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

3. ***Random selection from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices

drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

4. ***Selection from pool of current employees***

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit



for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Sponsor must select the one's they will use

- A. A youth who has completed a Job Corps training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received to grant appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*
- B. A youth who has completed a YouthBuild training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*
- C. A military veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Truck Driver, Heavy** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*
- D. A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present



minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

- E. A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)***
- F. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***



G. **SECTION V - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures as set forth above.
- E. The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the



requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b).

If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.



SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc hereby officially adopt these selection procedures on this 15th day of September, 2017.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

Martin Ance

Signature of Sponsor (NAPFTDS)

Martin Ance

Printed Name

Dave Harrison

Signature of Sponsor (FASTPORT, INC.)

Dave Harrison

Printed Name



Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY:

**National Association of Publicly Funded Truck Driving
Schools (NAPFTDS) and FASTPORT, Inc.**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

This Page Intentionally Left Blank



APPENDIX E

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. **[Insert Employer Name]** agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to National Association of Publicly Funded Truck Driving Schools (NAPFTDS) and FASTPORT, Inc. no later than the first day of the apprenticeship.

Signed: _____ Date: _____
Title: _____

Name of Company: _____ FEIN: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____
FAX: _____
Email: _____

Insert Occupation (s): _____ Journey worker Wage(s): _____

Wage Progression (4-Year Term (sample))

1st period - (1000 hrs) - ___%	5th period - (1000 hrs) - ___%
2nd period - (1000 hrs) - ___%	6th period - (1000 hrs) - ___%
3rd period - (1000 hrs) - ___%	7th period - (1000 hrs) - ___%
4th period - (1000 hrs) - ___%	8th period - (1000 hrs) - ___%

Total Workforce:



Total Certified Workers Employed: _____ Female: _____ Minority: _____

Total Apprentices Employed: _____ Program Probation will be: _____
Ratio: 1 Apprentices to 1 Journey workers

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance.

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Aptitude Test

All applicants must pass each section of _____.

E. Others

i.e. Applicants will pass a **[physical agility test, fitness test, or screen for the current illegal use of drugs (select all, some, or none, if applicable)]** on acceptance into the program and prior to being employed.

Reviewed and Approved by:

Name of Sponsor:

Office of Apprenticeship

Signature: _____ Date: _____

Title: State Director

cc: Registration Agency