



Building Minnesota's workforce through apprenticeship



The Department of Labor and Industry Apprenticeship staff assists and helps identify the roles and responsibilities of both the employer and the apprentice.

If you are interested in registering a State of Minnesota apprenticeship-training program or would like more information, contact DLI Apprenticeship using the numbers and addresses below.

There is also apprenticeship program information available at <http://www.apprenticeship.org> and <http://www.iseek.com>.

Good apprenticeship training works for everyone and is the key to future business success for both the employer and the employee.



Minnesota Department of Labor and Industry
Apprenticeship Unit

Address: 443 Lafayette Road N.
St. Paul, MN 55155

Phone: (651) 284-5090; 1-800-342-5354
TTY: (651) 297-4198

E-mail: DLI.Apprenticeship@state.mn.us
Web site: www.doli.state.mn.us/appr.html



Apprenticeship

The Apprenticeship unit staff at the Minnesota Department of Labor and Industry is pleased to present this apprenticeship training information booklet, *Building Minnesota's workforce through apprenticeship*.

The goals of this booklet are to communicate, educate and promote apprenticeship opportunities to Minnesota employers and the general public. This booklet answers frequently asked questions about apprenticeship training and offers useful information for students, teachers, counselors, veterans, dislocated workers, and underemployed and unemployed individuals.

The Apprenticeship unit's mission is to promote, develop, certify and monitor quality registered apprenticeship training programs for Minnesota's workplaces – with advice, support and guidance from the Minnesota Apprenticeship Advisory Council. DLI and the advisory council work to make apprenticeship in Minnesota serve the people and the state.

The Minnesota Apprenticeship Advisory Council has identified five visions for the future of apprenticeship training in Minnesota:

1. Apprentice occupations offer a meaningful career path to rewarding, lifelong employment.
2. Apprenticeship programs provide equal access for all members of the society.

3. The use of apprenticeship training is spread throughout the state and across a wide-variety of occupations and industries.

4. Apprenticeship training requires participants to be highly motivated and academically prepared to learn high-skill occupations. Apprenticeship training significantly enhances the workplace skills of apprentices and instills in them an understanding of the need for lifelong learning.

5. Apprenticeship graduates are highly trained and highly skilled for productive and rewarding careers.

The employer, the employee and the state of Minnesota benefit from apprenticeship programs. At DLI, we are committed to apprenticeship programs in Minnesota and sincerely believe this booklet will help assure businesses that their training needs for future workers are developed, maintained and solidified through registered apprenticeship programs.

Respectfully,
Department of Labor and Industry
Apprenticeship unit

Table of contents

I. Apprenticeship information for employers	
a. Why is the state interested?	5
b. Types of occupations learned	7
c. Qualifications for apprenticeship	7
d. Advantages of registered apprenticeship	8
e. Length of training	8
f. Support and resources available	9
g. Costs involved	10
h. What are employers and others saying about registered apprenticeship programs?	11
II. Apprenticeship information for veterans	
a. VA educational benefits	19
b. Differences between OJT and apprenticeship	20
c. Getting an OJT program approved for veterans	20
d. Getting an apprenticeship training program approved	21
e. Approval visit	21
f. Monthly benefit checks	22
g. For more information	22
h. Monthly certification form	22
III. Apprenticeship information for others	
a. Students	25
b. Nonstudents, apprentice-position seekers, employed, unemployed or dislocated workers	26
c. Students' questions about apprenticeship training	26

continued ...

Table of contents, continued

IV. Forms and documents

- a. Certification of registration for sponsor 29
- b. Certificate of completion of apprenticeship .. 30
- c. Apprenticeship agreement 31

Appendix

- Apprenticeable occupations in Minnesota A1

Apprenticeship information for employers

Employers, do you need assistance developing your workforce for future business needs?

Join the thousands of other employers in Minnesota that, since 1939, have motivated and trained employees through registered apprenticeship, to assure your future business needs are met.

The Minnesota Department of Labor and Industry (DLI), Apprenticeship unit, works with employers in Minnesota to target their future business needs through registered apprenticeship.

Why is the state interested?

The state is interested in registered apprenticeship programs because we want to keep industries strong in Minnesota. Registered apprenticeship programs:

- strengthen and maintain businesses in Minnesota through the assurance of skilled occupations;
- assure a constant level of trained workers;
- help keep the quality of our products competitive in the world market; and
- maintain a solid tax-base in Minnesota.

Guided by its mission statement, the DLI Apprenticeship unit — with the advice, support and guidance from the Minnesota Apprenticeship Advisory Council — will promote, develop, certify and monitor quality registered apprenticeship training programs for Minnesota’s workplaces.

All employers, **regardless of size** and at **no cost**, can participate in the state registered apprenticeship program.

Upon the employer's request, DLI Apprenticeship will:

- provide detailed information about how the apprenticeship program operates;
- provide technical assistance for developing a training program to fit the employer's specific needs; and
- act as liaison with local education agencies to recommend related technical instruction based on company or individual needs.

Apprenticeship is an investment in your employees and your business future. It is an opportunity for your employees to learn a skilled profession while earning a steadily increasing wage as their knowledge and skill increases. The employer develops a program integrating on-the-job training with related technical instruction.

Apprenticeship programs are beneficial and useful for both union and non-union employees' needs. In order for the apprenticeship program to work, it is essential for the employer and the apprentice to commit themselves to the training necessary to ensure a successful training program.

When the employer becomes enrolled in an apprenticeship program, DLI Apprenticeship will issue a Certificate of Registration, (see page 29) certifying the employer as an approved apprenticeship sponsor with the State of Minnesota.

An Apprenticeship Agreement (see page 31) is entered into by the apprentice and the employer or the apprenticeship program sponsor and is approved by and registered with the

State of Minnesota. This agreement specifies the length of training, related technical instruction, an outline of the skills of the trade to be learned and the wages the apprentice will be paid.

Types of occupations learned

Today, more than 80 percent of apprenticeship opportunities are available in occupations in the building trades, such as carpenters, plumbers and electricians.

However, apprenticeship provides many opportunities outside the construction trades, such as child care development specialist, sign painter, firefighter, automotive technician, machinist, printer and finance specialist.

Other apprenticeable occupations in Minnesota include those in plant maintenance, graphic arts, power trades, manufacturing trades, service trades and other professional technical trades (see Appendix, page A-1, for a complete list of occupations). DLI Apprenticeship is open to new apprenticeable occupations as well. As your business continues to grow and develop through DLI registered apprenticeship, and to remain competitive, we encourage you to register new classifications.

Qualifications for apprenticeship

Most apprenticeship programs require a high school diploma or GED certificate. Specific qualifications vary by occupation. Some apprenticeship programs require math and science courses, reasonable health and physical fitness. Some of the apprenticeable trades require vocational education or some related work experience

Advantages of registered apprenticeship

There is a shortage of skilled workers in many industries and occupations throughout Minnesota. Employers are becoming more and more concerned about the shortage of job candidates with the necessary skills and abilities to help keep their company competitive.

Employers need well-trained people and apprenticeship is the mechanism that can — and does — provide the infrastructure to ensure employers have well-trained, safe and motivated employees. Many times, employers are unable to hire employees that have the skills necessary to step into a position and be fully productive on a job.

Apprenticeship training allows a new hire to be placed in a training position to learn the trade from the bottom up. In some cases, no prior knowledge of the job is required.

Apprentices gain valuable skills and knowledge, which makes your company more competitive. Both the apprentice and the employer gain a lot through registered apprenticeship programs.

After successfully completing the prescribed hours of related technical instruction and hands-on training, the apprentice will be graduated as a highly skilled “journey worker,” a fully productive member of your workforce.

Length of training

Many of the highly skilled occupations learned through apprenticeship training range from one to five years in length, in conjunction with 144 hours of related technical instruction each year. In Minnesota, an occupation may become apprenticeable if the occupation requires at least 2,000 hours of hands-on training to learn essential skills. However, most programs are from 6,000 to 8,000 hours in length.

Apprenticeship training is structured so the apprentice learns the basic skills and builds upon those basic skills each day of the training program, until they reach completion of their training.

Upon completion of training, the graduating employee is presented with a Certificate of Completion of Apprenticeship (see page 30) from the State of Minnesota. The certificate confirms the apprentice's professional skills, comparable in many respects to a four-year college degree.

History has shown that following graduation, the graduate is considered a skilled, productive, loyal employee and is more motivated, more conscientious and a safer worker. Apprenticeship training ensures the apprentice reasonable wages, higher skills and provides for continuous employment.

The Department of Labor and Industry, Apprenticeship unit, has identified the roles and responsibilities of both the employer and the apprentice. These two items become a major component of the approved program. The individual roles become the foundation of a quality training program that produces a quality employee who, in turn, produces quality products for you, the employer.

Support and resources available

The Apprenticeship unit will provide support services to sponsoring employers during the entire time the sponsor is registered with the state. DLI Apprenticeship cannot provide monetary support or wage subsidies to sponsors before or after registration of the program. The unit is a no-cost resource that assists you, the employer, in developing a program that fully meets your needs.

Costs involved

An employer's costs are minimal, however, when employers decide to sponsor an apprenticeship program, they make a long-term commitment to provide an individual with detailed training. The employer must ensure a skilled worker is available to oversee the training of the apprentice, which results in some cost to the employer.

The apprentice must complete required related technical instruction during the term of the apprenticeship. There is no requirement in the apprenticeship program obligating the employer to pay the costs of related instruction. However, some sponsors provide on-site, company-related instruction at their own expense or have a tuition reimbursement plan available for employees.

In addition, employers keep all records documenting the apprentice's progress during training. This includes both on-the-job and related training records. Recordkeeping is necessary to ensure the apprentice is properly rotated throughout the program at the appropriate time in their training.

What are employers and others saying about registered apprenticeship programs?

“Minnesota’s registered apprenticeship program is a system designed to assist workers to become fully competent in all aspects of their chosen trade, including knowledge, skill and job proficiency. It continues to play an important role in contributing to the competitive nature of businesses in Minnesota and shaping the quality-of-life of highly motivated and valued employees.”

— **Dick Anfang, chair**
Minnesota Apprenticeship Advisory Council

“Currently, registered apprenticeship has afforded an opportunity for many people to enter the trades from a wide variety of backgrounds and experiences.”

— **Roger Carlson, coordinator**
International Union of Operating Engineers Local #49

“The Department of Labor and Industry voluntary apprenticeship program has provided Ryt-way Industries’ maintenance mechanics with the opportunity to officially document their qualifications as the best in their profession, while assuring Ryt-way that its journeyworker mechanics are highly trained maintenance professionals.”

— **Gary Tholkes, director of human resources**
Ryt-way Industries, Inc.

“Registered apprenticeship programs have been a win-win for both our company and our employees, and have enabled our company to remain competitive.”

— **William Curtis, president**
Valley Custom Mold

“Sheet-metal apprenticeship, allows men and women to learn a trade and have a talent that cannot be taken away from them. Our apprenticeship program allows them to earn a decent wage, which in turn can lead to a dignified lifestyle for themselves and their families. It also ensures that in their retirement years, they have the lifestyle they deserve, because of the pension and health care they will get.”

— **Jim Gustafson, training coordinator**
Sheet Metal Workers

“The state’s registered apprenticeship program allows us to mold and train our apprentices to meet our specific needs.”

— **Bruce Bigalke, MB service director**
Sears Imported Autos, Inc.

“Our apprenticeship program serves as an important tool for those who wish to begin their careers as members of the Laborers’ Union and as the most qualified, highest-trained workers in the workforce today.”

— **Tom Swenke, apprenticeship coordinator**
Construction-Craft Laborers Apprenticeship Program of Minnesota

“At one time, we couldn’t *buy* a trained tool and die maker; there weren’t any available in the state or surrounding area. Apprenticeship has allowed us to ‘grow our own’ and assure we have properly trained people to meet our specific needs.”

— **Jerry Karels, toolmaker apprenticeship program supervisor**
Hutchinson Technology

“There are many choices: plumbers, iron workers, pipefitters, carpenters, painters, electricians, brick layers, cement masons and more. Whatever choice a person makes, if they have the desire to learn and work hard, they will have a rewarding and successful career in that trade.”

— **George Rootes, assistant training coordinator**
Iron Workers Local 512 Joint Apprenticeship Committee

“The apprenticeship program helped us better define the job functions of our instrument technicians. We can now give better direction to new employees and track their progress.”

— **Daniel Capra, engineer/instrument supervisor**
Rock – Tenn Company

“Minnesota Painters & Drywall Finishers are training skilled craft workers for the future.”

— **Robert Veilleux, apprenticeship coordinator**
Minnesota Painters & Drywall Finishers

“Our apprenticeship program allows us to have highly trained individuals to take over for our employees who are retiring. Our average journeyman has been at Banta Catalog — St. Paul for more than 25 years. Being an apprentice at Banta is a coveted prize for our binders employees who have chosen printing as a career.”

— **Ann Smith, human resource manager**
Banta Catalog — St. Paul

“Apprenticeship provides classroom and on-the-job training that will prepare you for a high-paying job. You earn a good wage while you are going through the five-year apprenticeship program, get annual pay raises, health insurance and contribute to the pension plan. As a journeyman pipefitter, you will enjoy a high-paying, interesting, highly technical job with excellent benefits.”

— **Roger Garner, training coordinator**
**Minneapolis Pipefitters Joint Journeyman
& Apprentice Committee**

“The Great River Energy/IBEW Local #160 apprenticeship program provides the apprentice with specific standards that help him/her learn their chosen trade and it provides Great River Energy (GRE) with a qualified employee, trained by his/her peers, who can perform at journey level. It’s a winner for both the employee and the company!”

— **Pat Whalen, Minnesota safety director**
Great River Energy

“Our apprenticeship program provides us with the opportunity to gauge the skills and competency of our recruits, and provide continual training to meet the needs of our changing workplace and the needs of our apprentices.”

— **Clarence E. Hawkins, training chief**
St. Paul Fire Department

“Receiving state certification is a form of recognition for a job well done. Having been in a state-certified apprenticeship program will be a big plus in maintaining and/or finding employment. Receipt of the certificate is a form of acknowledgement for a lot of hard work. The knowledge received during an apprenticeship program of this caliber will prove invaluable.”

— **David Barker,**
LTV Steel Mining Company

“The skills acquired while training in the various apprenticeship programs offered at Toro instill confidence and a sense of achievement to the apprentice and greatly contribute to the high standards of quality and workmanship at The Toro Company.”

— **Ron Houser, employee involvement/training coordinator**
The Toro Company

“There is no better way to enhance an individual’s earning capacity in the shortest period of time than by combining hands-on work experience with the in-depth background information in a classroom setting. Those who have taken advantage of this experience today are better off financially and are some of our more productive citizens within society.”

— **David Radziej, executive director**
Minnesota Association of Plumbers —
Heating — Cooling — Contractors

“The State of Minnesota apprenticeship program, in partnership with the Graphic Communication International Union (GCIU) Local 1B and Mackay Envelope, helps to keep our maintenance and production staff on the cutting edge of today’s technology.”

— **Ed Saum**
Mackay Envelope Corporation

“The revitalization of the apprenticeship training program under the auspices of the Joint Management/Labor Training Committee has been revolutionary for our industry. We are convinced that a well-trained workforce is the lifeblood of this industry and will provide quality craftsmanship to contractors, the union and customers alike.”

— **Jim Smallen, president of apprenticeship trust**
Swanson & Youngdale, Inc.

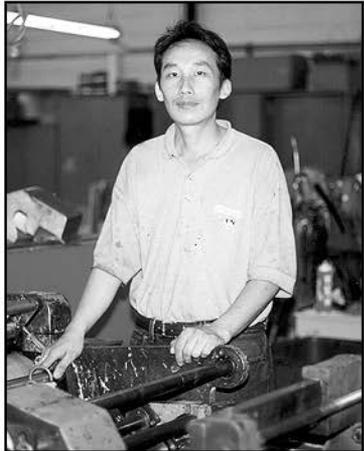
“The meter-technician apprenticeship program has allowed our metering department to achieve increased productivity and job knowledge. The program also allows the apprentices to learn new skill sets that can benefit them and the company by preparing the apprentices for the future in the changing utility environment and allowing us to manage the workload more efficiently.”

— **Mike Sustercich, group leader — metering**
Connexus Energy

“It is always a challenge to train new workers who come into the roofing industry. On-the-job training by supervisors and key employees, when added to the registered apprenticeship training provided both in the classroom and in hands-on fashion, work together to teach the skills needed to install a good roof that will perform to our customers’ demands.

“The registered apprentice program shows workers not only how to perform the tasks required, but also teaches apprentices why things are done the way they are. Workers learn to understand what they are doing and how their individual skills will impact the performance of the roofs we install. It is very satisfying to drive around our city and see the various buildings that you have worked on.”

— **Bob Dalsin, president**
John A. Dalsin and Sons, Inc.





Apprenticeship information for veterans



Veterans seeking approval of training program(s) for VA educational benefits

Did you know that Chapter 30, 32, 35 and 1606 veterans can use GI Bill benefits for apprenticeship and on-the-job training (OJT), if employed and being trained for the job?



As a general rule, veterans have 10 years after their separation from active service to use their GI Bill benefits.



Effective Oct. 1, 1990, certain members of the Reserve/National Guard may be eligible for educational assistance allowance for participation in an approved on-the-job training or apprenticeship training program. Contact your Reserve/National Guard unit to verify your eligibility under Chapter 1606 benefits.



Remember: Eligible veterans, National Guard or Reservists can receive GI benefits *in addition* to their salary when enrolled in a company's approved OJT or apprenticeship training program.



Department of Labor and Industry, Apprenticeship, approves the apprenticeship or OJT program and the local unit administrator reviews the National Guard or Reservist's application materials. The Veterans' Administration determines the veteran's eligibility and pays the benefits. This process can take eight to 10 weeks.

To apply to the VA for apprenticeship or OJT benefits, interested veterans should contact their County Veterans Service Officer or write to: VARO St. Louis, P.O. Box 66830, St Louis, MO 63166. Or contact Department of Veterans Affairs at 1-888-442-4551 to receive 24-hour service regarding detailed eligibility requirements and other information about VA programs.

Differences between OJT and apprenticeship

On-the-job training is a short-term training program designed to prepare you for a job that requires from six to 24 months of training and usually does not have related technical instruction required. *An apprenticeship program* is much longer and can last from 2,000 hours to 10,000 hours, depending on the occupational skills to be learned. Most approved programs in Minnesota are 8,000 hours — or four years — in length. Apprenticeship training also requires a minimum of 144 hours of related technical instruction each year, which is in addition to the skilled training hours.

Getting an OJT program approved for veterans

- The employer identifies a job that requires entry-level training.
- The employer agrees to pay the veteran a set wage. Commission, piece rate or other variables do not qualify as a set wage. There must be at least one wage increase during the training period.
- The employer designates an on-the-job training supervisor.
- The employer agrees training will be conducted for at least six months and will not exceed 24 months.
- The employer agrees to the VA criteria of the on-the-job training program which, when approved by DLI Apprenticeship, becomes the standards for training.

- The employer agrees not to artificially lower the wage rate in order to compensate for the eligible monthly benefits the veteran is entitled to receive.
- The on-the-job training should lead to continuous employment for the veteran that completes the program.

Getting an apprenticeship training program approved

- The employer identifies a trade or occupation that requires at least 2,000 hours of hands-on training. DLI Apprenticeship can assist the employer in making this determination.
- Apprentice wages usually start at a percentage of journey-worker wages. They should progress during training to the journey-worker wage at the completion of the training program.
- The training is typically for higher-level, skilled occupations. Additionally, 144 hours of occupationally related technical instruction is required. Upon completion of the program, the veteran qualifies for a Certificate of Completion of Apprenticeship (see page 30) in the occupation.
- The employer agrees to the requirements of the apprenticeship training program, which when approved by DLI Apprenticeship, become the standards for training.
- The apprenticeship training should lead to continuous employment for the veteran completing the program.

Approval visit

As a part of the approval process, a representative from the Department of Labor and Industry, Apprenticeship unit, must visit with each business before a program can be approved. He or she will assist you in completing an application and VA Form 22-8794 – Designation of Certifying Officials.

When approved, the employer will receive an approval packet, that includes a copy of the approved application, a copy of the completed VA Form 22-8794 – Designation of Certifying Official and a copy of the training agreement.

The amount of the monthly benefit check

Payment rates are based on a percentage of the full-time school rate, which will vary by each veteran's circumstances. In most cases, it will be 75 percent of the basic full-time school rate for the first six months, 55 percent for the next six months and 35 percent for the balance of the program or until eligibility is exhausted. Veteran rates are renewed annually and adjusted accordingly.

For more information

For information about veteran's training program approval, contact the Department of Labor and Industry, Apprenticeship unit (see inside cover for contact information).

Veterans who need application forms or require assistance completing the forms should call the U.S. Department of Veterans Affairs at 1-888-442-4551. Veterans can also contact the federal VA Web site for more information about educational benefits at www.gibill.va.gov and visit the State of Minnesota Veteran Web site at www.mnworkforcecenter.org/veterans.

Monthly certification form

The veteran will receive a certification form each month after application to the VA for apprenticeship or on-the-job training benefits, verifying hours worked for the month.

The certifying official and the veteran must sign this form, verifying monthly hours worked for the veteran, and keep a copy with the employee's other work records.

Note: A VA supervisory visit will be conducted at least annually with each participating sponsor.





Apprenticeship information for others

If you are a student, nonstudent, apprentice-position seeker or an employed, unemployed or dislocated worker looking for an alternative to a four-year college degree, consider apprenticeship training. Apprenticeship programs offer the best of both worlds — paid work experience and related educational instruction. An apprenticeship will prepare you to become skilled in all the areas of an occupation, acquiring the necessary knowledge and abilities to perform the job.

Students can prepare to qualify for an apprenticeship program by working with teachers or counselors to select preparatory courses for an apprenticeship. With school guidance, you can plan coursework to obtain basic skills such as mathematics, reading comprehension and science. These courses are necessary for you to be successful in an apprenticeable occupation. In most other cases, a great deal of financial resources and energy are required to prepare for your career, but in a registered apprenticeship program, you are paid a progressively increasing wage while you learn the occupation.

If you are considering an apprenticeship

- Remember, an apprenticeship can be as important to your career as a four-year college degree.
- Study many occupations before choosing your profession.
- Plan your coursework to support your professional interests.
- Talk to school or vocational counselors about your interests and abilities. Talk to parents/guardians, relatives, friends, counselors, teachers or people you know who work in the occupation, about apprenticeship opportunities.

- Search for part-time or summer employment to test your occupational interests.

Nonstudents, apprentice-position seekers, employed, unemployed and dislocated workers can learn more about apprenticeship opportunities by contacting local employers, union halls, local employment offices, workforce centers or DLI Apprenticeship (see contact information on the front inside cover). A listing of construction-craft apprenticeship opportunities and information can be found on the Web at www.apprenticeship.org.

Students' questions about apprenticeship training

- ***What is apprenticeship?***

Apprenticeship is a structured system of hands-on training designed to teach highly technical skills. It is designed to produce craftworkers that are fully competent in all aspects of an occupation, including knowledge, skill and proficiency on the job. With apprenticeship training, there is a written agreement between the apprentice and the employer or apprenticeship program sponsor, approved by and registered with the State of Minnesota (see Apprenticeship Agreement, page 31). This agreement specifies the length of training, related technical instruction, an outline of the skills of the trade to be learned and the wages the apprentice will be paid. After successfully completing the prescribed hours of related classroom instruction and hands-on training, the apprentice will be graduated as a highly skilled “journey worker.”

- ***What qualifications are needed?***

Most programs require a high school diploma or GED certificate. Specific qualifications vary by occupation. For information about a specific occupation, contact DLI Apprenticeship (see contact information on the front inside cover).

• ***What makes apprenticeship training different?***

Apprenticeship training includes paid on-site training as well as quality related technical instruction. This training teaches the apprentice the knowledge and hands-on skills needed for the job. An apprentice is also taught unique craft skills associated with the occupation through the progression toward journey-worker status.

• ***What types of occupations can be learned?***

There is a wide-variety of occupations for apprenticeship training. More than 80 percent of apprenticeship opportunities are available in the building trades, such as carpenters, plumbers and electricians. There are also opportunities that exist outside the construction trades, such as firefighter, machinist, printer, child care development specialist, finance specialist, sign painter, automotive technician and other professional technical trades. (See Appendix, page A-1, for a complete list.)

• ***How long does an apprenticeship last?***

Depending upon the occupation, apprenticeship programs can last from one to five years. An additional requirement includes completing 144 hours of related technical instruction each year throughout the apprenticeship program.

• ***What can I expect to be paid as an apprentice and after completing the program?***

Apprenticeship graduates are paid very well. Beginning apprentices wages steadily increase as knowledge and skill increases, usually starting at 50 percent of journey-level wages. An apprentice can expect to receive a raise periodically if their progress is satisfactory. The expected wages will be outlined in the agreement between the apprentice and the employer providing the on-the-job training. This agreement will also clarify the length of the training, the related technical instruction and the skills to be learned.

Hiring statistics have shown that after completion of apprenticeship programs, journey-worker wages have steadily increased throughout the years.

• ***What will I gain as an apprentice?***

Apprentices receive an apprenticeship Certificate of Completion of Apprenticeship (see page 30) from the State of Minnesota after completing an apprenticeship training program. Many people compare this certificate to a four-year college degree. The certificate confirms the graduate has the professional skills needed to perform successfully in his or her chosen career. Employers readily recognize apprenticeship completion certificates and cards.

• ***Where can I get more information?***

Start by contacting your high school or technical college counselor, an employer, employer's organization or union in your area or DLI Apprenticeship (see inside cover). The DLI Web site includes a list of apprenticeable trades. DLI Apprenticeship registers the state's apprenticeship programs.

You can also contact:

- The United States Department of Labor, Office of Apprenticeship, Training, Employer and Labor Services at www.doleta.gov/atels_bat This federal agency oversees the National Apprenticeship System. It provides additional information about apprenticeship training, including the benefits for the apprentice and the employer.
- For information about the construction trades, visit www.apprenticeship.org. This site provides job descriptions, contacts, qualifications, wages and more.
- Another useful Web site is www.iseek.org; it provides information about career planning, education and training, class listings, employment and business information.



The Certificate of Registration certifies the employer has met all of the requirements of the state and federal legislation to become an approved Minnesota apprenticeship training sponsor registered with the Minnesota Department of Labor and Industry, Apprenticeship unit.

No. _____

Certificate of Completion of Apprenticeship

Department of
Labor and Industry



Division of
Voluntary Apprenticeship

State of Minnesota

of _____ Minnesota, has diligently and well served as an apprentice _____ under standards approved by the Minnesota Apprenticeship Advisory Council and has with merit completed the practical training and prescribed course of instruction to qualify as a JOURNEYWORKER _____.

Dated: _____ Effective Date: _____



CHAIRPERSON, LOCAL JOINT APPRENTICESHIP COMMITTEE

EMPLOYER

CHAIRPERSON, MINNESOTA APPRENTICESHIP ADVISORY COUNCIL

STATE COMMISSIONER, DEPARTMENT OF LABOR AND INDUSTRY

STATE DIRECTOR OF APPRENTICESHIP

L-4828-12

Following completion of all requirements of the apprenticeship program as specified by the Apprenticeship Agreement, the program sponsor notifies DLI Apprenticeship, supplies confirmation and requests that the Certificate of Completion of Apprenticeship be issued. DLI Apprenticeship, upon approval by the Director of Apprenticeship, issues the certificate which acknowledges the apprentice's successful completion of the registered apprenticeship training program.

Form L.I. 400B1-03
Rv. 5-00

TO BE COMPLETED BY THE APPRENTICE

Date of Birth: _____

Month _____ Day _____ Year _____

Check appropriate box
 Male Female

Social Security No. _____

VA Claim No. _____

Veterans with 181 days or more of active duty

Race/Ethnic Group (Check One)

Caucasian

Black

Asian

Am. Indian/Alaskan Native

Hispanic

Ethnic Group if none of above



State of Minnesota
Department of Labor and Industry
Division of Voluntary Apprenticeship
St. Paul, Minnesota

APPRENTICESHIP AGREEMENT

Agreement No. _____

Date Approved _____

Director of Apprenticeship _____

THIS AGREEMENT is entered into this _____ day of _____, 20____, between:

(Employer; Joint Apprenticeship Committee (JAC); Assn. of Employers; or Organization of Employees)

and: _____, hereinafter referred to as the Apprentice.

(Name of Apprentice)

WITNESSETH, that the Employer, the Apprentice, and his or her Parent or Guardian (if the apprentice is a minor) desire to enter into an agreement of apprenticeship for the trade or craft of _____, that the apprenticeship begins _____, to continue for _____ hours less accreditation of _____ hours with _____ remaining to be completed. (Date)

Hours work per week: _____ Hours related training attendance per year (Must be not less than 144 hours) _____

Required school time compensated? yes _____ no _____

That the minimum guaranteed scale of wages to be paid the apprentice is: (In percentage of journeyworker wage; and rate per hour)

_____ months - hours % \$ _____	_____ months - hours % \$ _____
_____ months - hours % \$ _____	_____ months - hours % \$ _____
_____ months - hours % \$ _____	_____ months - hours % \$ _____
_____ months - hours % \$ _____	_____ months - hours % \$ _____
_____ months - hours % \$ _____	_____ months - hours % \$ _____
_____ months - hours % \$ _____	_____ months - hours % \$ _____

Journeyworker wage rate on _____ was _____ (Date)

This agreement is subject to the approval of the State Director of Apprenticeship and is binding on the signing parties including the provisions as stated on the reverse side. The terms and conditions of the (Name of standards) _____ are hereby made a part of this Agreement.

Apprentice's Signature _____

Street Address _____

City, State & Zip Code _____

Telephone Number (including area code) _____

Union affiliate of _____

Place of employment (If JAC program) _____

Employer, JAC, Assn. of Employers or Organization of Employees _____

Officer's Signature _____

Street Address _____ City, State & Zip Code _____

Officer _____

Street Address _____ City, State & Zip Code _____

The Apprenticeship Agreement is completed for each apprentice registered with the Minnesota Department of Labor and Industry, Apprenticeship unit. The agreement signifies the conditions under which the apprentice agrees to be trained and the sponsor agrees to employ the apprentice.

The Employer, the Apprentice, and his or her Parent (or Guardian), in conformity to the terms and conditions provided herein, mutually agree as follows:

That the Employer agrees to employ (or cause to be employed) the Apprentice for the purpose of enabling said Apprentice to learn the stated trade or craft under applicable standards and according to the attached schedule.

That the Apprentice agrees to perform diligently and faithfully the work of the stated trade or craft, complying with the training program as scheduled and authorizes any institution where related training is received to release records of related training to the Director of Apprenticeship, the State Department of Education, the joint apprenticeship committee or its authorized representative, and/or the employer, understanding that the supervision and certification of apprenticeship programs, under applicable law, necessitates periodic review of related training records.

That the Parent (or Guardian) agrees that the Apprentice will duly perform all obligations contained herein.

That when the journeyworker wage rate paid to employed journeyworkers in the stated trade exceeds the journeyworker wage rate shown in this agreement, the higher journeyworker wage rate shall apply to this agreement and the apprentice graduated scale shall be adjusted to and increased proportionally to any increase in the journeyworker wage rate paid in the stated trade.

That should the Employer be unable to fulfill their obligations under this agreement, they may, with the approval of the Director, transfer such contract to another employer, provided the Apprentice consents and such other employer agrees to assume the obligations of this agreement.

That there shall be a period of probation of not more than 500 hours of employment extending over not more than four months, during which time this agreement shall be terminated by the Director upon request in writing of either party, and that after such probationary period this agreement may be terminated by the Director upon mutual agreement of the parties or canceled by the Director for good and sufficient reason.

That this agreement is subject to the approval of the State Director of Apprenticeship, acting for the Department of Labor and Industry, that the Director may cancel it upon application of either party, after a satisfactory showing of good cause, or on the Director's own initiative after investigation shows just cause for such action.

That any controversy or disagreement between the parties in relation to this agreement shall be, in the first instance, referred to the local joint apprenticeship committee which has approved it and whose decision shall be final and conclusive unless an appeal is made to the State Director of Apprenticeship as provided in the Minnesota Voluntary Apprenticeship Law.

PLEASE NOTE

Should the Apprentice be a veteran eligible for benefits, the Department of Labor and Industry will file a certified copy of this agreement with the Veterans Administration.

When an agent (JAC; Association of Employers; or Organization of Employees) acts for the employer, please submit the name of the firm where the apprentice begins the apprenticeship program.

If training under this agreement is interrupted or terminated by either party, advise the Division of Apprenticeship, Department of Labor and Industry.

When the apprentice successfully completes his or her training, recommendation for issuance of the Certificate of Completion of Apprenticeship should be forwarded to the Director of Apprenticeship. For those trades for which a state license is issued by a state licensing authority, issuance of the Certificate of Completion of Apprenticeship is conditioned on the apprentice having secured the appropriate license.

The information on this side of the Apprenticeship Agreement specifies the conditions of employment agreed to by the apprentice, employer and Apprenticeship unit, before the training of the apprentice begins.

Appendix

Apprenticeable occupations in Minnesota

Construction industry

Asphalt and paving equipment operator	Millwright
Boilermaker	Operating engineer (equipment operator)
Bricklayer	Painter and decorator
Building maintenance repairer (Step up)	Pile driver
Carpenter	Pipefitter
Cement mason	Pipefitter, gas and oil
Concrete pump operator	Pipefitter, refrigeration and air conditioning
Construction driver	Plaster tender
Drywall finisher	Plasterer
Electrical estimator	Plumber
Electrician (construction)	Roofer
Floor coverer	Sanitary well construction
Glass worker	Sheet metal worker
Glazier	Sign hanger
Heat and frost insulator	Sprinkler fitter
Iron worker	Terrazzo worker
Laborer	Tile finisher
Lather	Tile setter
Marble finisher	Tuckpointer, cleaner, caulker
Marble setter	Universal equipment operator

Plant maintenance

Boiler operator	Pipefitter, maintenance
Building maintenance repairer	Plumber, maintenance
Electrician, maintenance	Predictive maintenance inspector
Lift station operator	Sheet metal worker, maintenance
Locomotive, mechanic	Sheet metal worker, railroad
Machinist, composing room	Slide forming machine technician
Machinist, linotype	Stationary engineer
Machinist, maintenance	Waste water treatment plant operator
Machinist, printing press	Water and gas maintenance person
Machinist, railroad	Water mechanic
Maintenance, mechanic	Water treatment plant operator
Millwright, maintenance	Water works operator
Operating engineer (diesel)	Welder
Operating engineer (steam)	

Graphics arts industry

Auto stitching and tipping machine operator	Lithographer, photo contact operator
Bookbinder	Lithographer, platemaker
Collator operator	Lithographer, stripper
Color matcher and ink maker	Lithographer, stripper layout artist
Composing room technician	Lithographer, web fed
Compositor	Offset camera person, stripper and platemaker
Cutting machine operator	Offset press feeder
Electronic pre-press operator	Offset press operator
Engraver, hand	Paper stock cutter
Envelope machine adjuster	Photoengraver
Envelope paper cutter	Press feeder
Folding machine operator	Press operator, cylinder and platen
Gathering machine operator	Press operator, flexographic label
Lithographer, class "C"	Press operator, silkscreen semi-automatic
Lithographer, color artist	Press operator, steel die
Lithographer, color camera person	Press operator, web fed
Lithographer, duplicator operator	Printer, class "C"
Lithographer, half-tone and line photographer	Printer, job shop
Lithographer, offset press feeder	Sheeting machine operator
Lithographer, offset press operator	

Power trade industry

Cable splicer	Plant attendant
Electric meter person	Power lineworker
Electric shop mechanic	Power production repairer
Electrical mechanic	Radiation production specialist
Electric meter tester	Refuse derived fuel processor
Electrician, powerhouse	Relay technician
Electrician, substation	Repairer (steam)
Gas fitter	Rigger
Gas meter repairer	Rubber goods tester
Gas service person	Splicer mechanic
Gas supply mechanic	Steam heat utility person
Gas technician	Steamfitter-welder
Hazardous waster technician	Survey specialist
Hydro repairer operator	System field technician
Instrument and control specialist	Telecommunications technician
Maintenance insulator	Telephone systems wirer
Mapper	Tester, electric repair shop
Material control specialist	Tree trimmer
Meter mechanic	Trouble technician
Meter tester	Utility service person
Plant administrative specialist	Woodworker

Manufacturing industry

Assembler-welder	Heat Treater
Automatic screw machine operator	Hydraulics technician
Beveler	Iron shop person, arch and ornamental
Boat builder (wood)	Lighting designer
Buttermaker	Machinist
Cabinet maker/mill person	Machinist, tool room
Cheesemaker	Marker burner
Cloth cutter	Marking device mechanic
Coremaker	Mechanical assembler
Cupola tender	Metal display fabricator
Custom boot maker	Metal spinner
Die sinker	Metal trades pipefitter
Drafter, architectural	Miller
Drafter, design	Model maker
Drafter, electrical	Mold maker
Drafter, engineering	Molder
Drafter, mechanical	Monument maker
Drafter, ornamental iron	Neon tube bender
Drafter, structural steel	Patternmaker
Drafter, surveying	Pipe organ builder
Drafter, tool design	Pipe and tubing assembler
Drafting specialist	Printed circuit technician
Electrical cabinet and panel fabricator	Production sheet metal worker
Electrical motor repairer	Punch press operator
Fabric cutter	Roll turner
Fabrication and layout person	Steel fabricator-fitter
Fur cutter	Steel rule die maker
Furniture maker	Structural assembler
Furrier	Structural layout person
Glassblower	Structural steel fabricator
Glass machine operator	Systems control technician
Glass mold maker	Template maker
Glass worker (art)	Thermoplastic injection molder/supervisor
Glass worker (stained)	Thermoplastic mold technician
Glass worker (warehouse)	Thermoplastic parts handler
Granite cutter	Thermoplastic quality inspector
Granite polisher	Tool and die maker
Granite sandblaster	Tool and die repairer

Service industry

Aircraft and engine mechanic	Garage mechanic
Airframe and power plant mechanic	Gunsmith
Amusement device repair mechanic	Heavy equipment mechanic
Artificial limb mechanic	Highway equipment mechanic
Automotive body technician	Industrial truck mechanic
Automotive painter	Instrument repairer
Automotive technician	Internal combustion engine mechanic
Automotive upholsterer	Jeweler
Baker	Laboratory technician
Bracemaker	Landscape technician
Business machine mechanic	Locksmith
Camera repairer	Machinist, aircraft
Car repairer (railroad)	Machinist, automotive
Central office equipment person	Marine mechanic
Chef	Material handling equipment mechanic
Combination telephone line worker	Meat cutter
Commercial artist	Motor boat mechanic
Computer maintenance specialist	Motor engineering refrigeration compression mechanic
Computer operator	Musical instrument repairer
Contact lens technician	Optical trades
Cook	Photographer (commercial)
Custodial technician	Photographer (portrait)
Customer service representative	Radio and television technician
Dental technician	Refrigeration service mechanic
Diesel technician	Sausage maker
Display and lettering	Scale servicer
Electrician, railroad	Sewing machine mechanic
Electronics and control technician	Shoe and boot repairer
Electronics technician	Sign painter
Electroplater and polisher	Tailor
Engineering technician	Taxidermist
Farm tractor and equipment technician	Telephone servicer
Farrier	Tool crib clerk and power tool repairer
Field engineering technician	Trailer technician
Fire fighter	Truck and tractor technician
Fuel handler	Watchmaker
Fuel injection servicer	Welder, job shop
Furniture finisher and repairer	
Furniture upholsterer	

Professional technical industry

Administrative finance specialist	Interpreter, community
Administrative information specialist	Knowledge-based applications developer
Child care development specialist	Supported employment specialist
Finance technician	Translator, community
Information technician	



