



Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

**Northside Independent School District and Construction
Careers Academy**

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

APPROVED BY:

David H. Smith

REGISTRATION AGENCY

DATE APPROVED:

9-21-17

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.

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SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards and the score required for 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:

A. **Age**

Apprentice must not be less than 16 years of age upon being accepted into the apprenticeship program.

B. **Education**

Applicant must have completed their Freshman year of high school and must have a satisfactory standardized test score, and have maintained at least a "C" average in core subjects (English, math, science, and social studies) throughout middle school.

C. **Physical**

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

SECTION II - APPLICATION PROCEDURES

A. Applicants will be accepted two times a year, once at the end of the first and second semester. Every person requesting an application will have one made available upon completion of required certifications and acceptable academic performance.

B. All applications will be identical in form and requirements. Each applicant will complete:

- a. An application for an apprenticeship card through TDLR (Texas Department of Licensing and Regulation) as part of the application process.
- b. Associated fees for the apprenticeship application will be paid for by Construction Careers Academy as long as it is during application acceptance periods.
- c. Applications will be logged and numbered to account for all applicants and maintained until final disposition.
- d. Apprenticeship applications will permit the identification of race, ethnicity, sex and any other required information in accordance with Title 29 CFR Part 29.

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.



SECTION III - SELECTION PROCEDURES

Northside Independent School District and Construction Careers Academy will adhere to the following selection procedures:

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).

- a. Admission is based on the following criteria: career interest, satisfactory attendance, satisfactory conduct (citizenship marks on report cards and office referrals to Vice Principal's office are considered), satisfactory standardized test scores, and at least a "C" average in core subjects (English, math, science, and social studies) in middle school.
- b. Please note that copies of middle school discipline records will be reviewed by Construction Careers Academy administrators. Students who meet the criteria will be admitted to the lottery pool. Once a lottery pool has been established from the applications that meet the initial criteria, the lottery will be conducted. Selections from the qualified applications are random. At the end of each semester, grades, conduct, attendance and test scores will be reviewed and selection/admission may be revoked if all are not satisfactory. Students included in the lottery pool but not selected in the initial lottery will remain in the pool that will be used to fill additional spots as openings occur.
- c. Admission to Construction Careers Academy is only open to students residing within the boundaries of Northside Independent School District.
- d. Construction Careers Academy is only open to students residing within the boundaries of Northside Independent School District. Applicant, their Parent or guardian, Counselor, and Principal must approve of the students selection into the apprenticeship program.; Authorized school officials should submit any information or extenuating circumstances regarding the students attendance, grades, conduct, discipline referrals, or any other special circumstances of which the Admissions Committee should consider for acceptance or non-acceptance into the school to apprenticeship program.
- e. Students will be informed of tentative acceptance or non-acceptance by approximately March of each calendar year. Acceptance is tentative until Construction Careers Academy reviews the applicant's final report card, citizenship reports, discipline records, and test scores. If any of these reports are unsatisfactory, the applicant will not be admitted to Construction Careers Academy.
- f. Prior to full registration into the school-to apprenticeship program, the student parent or guardian must sign the U.S. Department of Labor, ETA Form 671, Apprenticeship Agreement to authorized the student's participation in Northside Independent School District and Construction Careers Academy school-to-apprenticeship program.

SECTION IV - DIRECT ENTRY

Northside Independent School District and Construction Careers Academy may 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:

- a. Returning Northside Independent School District and Construction Careers Academy students
- b. Previously ineligible applicants that have completed a minimum of one year of Northside Independent School District course curriculum and entry requirements.

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.

Northside independent School District and Construction Careers Academy 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. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.

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 the 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 Northside Independent School District and Construction Careers Academy hereby officially adopts these selection procedures on this 28th day of September 2017.

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

A handwritten signature in black ink, appearing to read "W. F. Stiteler", written over a horizontal line.

Signature of Sponsor (designee)

A handwritten signature in black ink, appearing to read "Krista Ackles", written over a horizontal line.

Signature of Sponsor (designee)

William F. Stiteler

Printed Name

Krista Ackles

Printed Name



Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

AND

RELATED INSTRUCTION OUTLINE



EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Construction Careers Academy w/ Northside Independent Scholl District. [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 journeyworker 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 the Construction careers Academy located at 9411 Military Drive West San Antonio TX 78251 no later than the first day of class for the apprenticeship to become effective.

Signed: _____ **Date:** _____

Title: _____

Name of Company:

Address:

City/State/Zip Code:

Phone Number:

FAX:

Email:

Insert Occupation: _____

Journeyworker Wage(s): _____

4-Year Term

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: _____



Reviewed and Approved by:

Name of Sponsor:

Signature: _____ **Date:** _____

Title: _____

Office of Apprenticeship

Signature: _____ **Date:** _____

Title: _____

cc: Registration Agency



Apprenticeship**USA**

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EMPLOYER ACCEPTANCE AGREEMENT

AND

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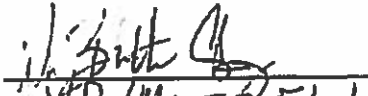


ApprenticeshipUSA

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Construction Careers Academy w/ Northside Independent Scholl District. IES Residential 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 journeyworker 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 the Construction careers Academy located at 9411 Military Drive West San Antonio TX 78251 no later than the first day of class for the apprenticeship to become effective.

Signed:  Date: 9/13/17
Title: VP / MASTER Electrician

Name of Company: IES Residential
Address: 10203 Mula Circle
City/State/Zip Code: Stafford TX, 77477
Phone Number: 281-498-2212
FAX: 281-498-7426
Email: britt.crist@ies-co.com



ApprenticeshipUSA

Reviewed and Approved by:

Name of Sponsor: Construction Careers Academy Northside Independent School District

Signature: [Handwritten Signature] **Date:** 9/13/17

Title: Vice Principal

Office of Apprenticeship

Signature: _____ **Date:** _____

Title: _____

cc: Registration Agency