



Registered as part of the National Apprenticeship Program in Accordance with the basic Standards of Apprenticeship established by the Secretary of Labor.

**Richard Madden**

*Apprenticeship and Training Representative  
USDOL - Office of Apprenticeship  
Des Moines Iowa 50309*

# Registered Apprenticeship Program Standards

Sponsored by:



Registration Date:

May 23, 2018

Program Number:

2018-IA-71347

Revision Date:

Revised: January 20, 2021

EIN:

20-1556852

1918 Laredo Ave  
Logan, IA 51546

Approved by:

*Greer Sisson, State Director  
USDOL - Office of Apprenticeship*

Occupations	O*Net-SOC Code	RAPIDS 2.0 Code
Wine Maker	1 1-3051.00	0034
Cellar Worker (Wine)	51-9012.00	1124
Agricultural Service Worker (Vineyard Manager)	37-3012.00	0703

1. Registration, Cancellation, And Deregistration of Program .....	1
2. Provisional Registration .....	1
3. Amendments and Modifications .....	1
4. Standards of Apprenticeship .....	1
5. Minimum Qualifications .....	2
6. Apprenticeship Agreement .....	3
7. Notice to Registration Agency .....	3
8. Supervision of Apprentices .....	3
9. Transfer of Apprentices .....	3
10. Periodic Review .....	4
11. Safety and Health .....	4
12. Credit for Prior Experience .....	4
13. Certificate of Completion.....	4
14. Maintenance of Records.....	5
15. Equal Opportunity Pledge .....	5
16. Affirmative Action Program .....	5
17. Selection Procedures .....	5
18. Complaint Procedures .....	5
19. Reciprocity of Apprenticeship Program .....	6
20. Registration Agency General Contact Information.....	6
21. Conformance with Federal Laws and Regulations .....	7
22. Veterans’ Educational Assistance as Mandated by Public Law .....	7
23. Official Adoption of Apprenticeship Standards Signature .....	8

Appendices:

---

**Appendix A1: On the Job Learning and Related Training Instruction – Wine Maker**

1. On-the-Job Learning Outline (work experience)–Time Based
1. Term of the Apprenticeship Program
2. Probationary Period
3. Ratio of Professionals to Apprentices
4. Progressive Wage Schedule
5. Related Training Instruction (RTI)
- 6.

**Appendix A2: On the Job Learning and Related Training Instruction – Cellar Worker (wine)**

2. On-the-Job Learning Outline (work experience)– Time Based
3. Term of the Apprenticeship Program
4. Probationary Period
5. Ratio of Professionals to Apprentices
6. Progressive Wage Schedule
7. Related Training Instruction (RTI)

**Appendix A3: On the Job Learning and Related Training Instruction – Agricultural Service Worker (Vineyard Manager)**

1. On-the-Job Learning Outline (work experience)– Time Based
2. Term of the Apprenticeship Program
3. Probationary Period
4. Ratio of Professionals to Apprentices
5. Progressive Wage Schedule
6. Related Training Instruction (RTI)

*Appendix B. Apprenticeship Agreement (Example)*

*Appendix C. Affirmative Action Plan (if Applicable)*

*Form- Voluntary Disability Disclosure*

*Form - Participating Employer Acceptance Agreement*

# Registered Apprenticeship Program Standards

## ***Section 1 - Registration, Cancellation, And Deregistration of Program - 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)***

1. These standards will, upon adoption by the Iowa Wine Growers Association aka the Sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.
2. The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency and participating employer(s) within 45 days in writing of any decision to cancel the program.
3. 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.
4. 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.

## ***Section 2- Provisional Registration- 29CFR § 29.3 (g)(1)&(2)***

All new apprenticeship programs receive provisional registration for one year prior to moving into active program status. The provisional registration requires that the Office of Apprenticeship conduct a program quality assessment prior to the program's anniversary in order to determine whether the program is following its registered training plan and operating in accordance with the federal apprenticeship regulations. Pending the results of the quality assessment, the program will continue in provisional status, move to permanent active status, or be de-registered. Technical assistance will be available to assist the sponsor in improving the quality of their training program during the life of the program.

## ***Section 3 - 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 participating employer and apprentice to whom the amendment or modification applies.

## ***Section 4 - Standards of Apprenticeship -29 CFR § 29.5***

The Sponsor must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor and the participating employers must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document.

### ***Duties and Responsibilities of the Sponsor:***

1. Ensure Participating Employers are under an Employer Participation Agreement.
2. Ensure Employer's Name, address NAICS and EIN are annotated into RAPIDS 2.0.
3. Act as single point of contact to company business partners, human resources, institutional leaders where applicable and Department of Labor resources to resolve issues and facilitate modifications to program requirements where applicable.
4. Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
5. Ensure there are qualified training personnel and adequate supervision on the job.
6. Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
7. Register apprenticeship standards with the U.S. Department of Labor.
8. Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
9. Notify the U.S. Department of Labor within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for

Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore. Notification may be made in RAPIDS.

10. Provide each apprentice with a copy of these standards and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
11. Provide all apprentices 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., or State standards that have been found to be at least as effective as the Federal standards.

#### ***Duties and Responsibilities of the participating employers***

1. Have the necessary facilities to assure effective training in all aspects of the occupation(s).
2. Assure apprentices are under the supervision of qualified professionals.
3. Exercise precaution for the health and safety of apprentices in the workplace at all times.
4. Provide a positive learning environment and encourage learning at all levels.
5. Provide fair and equitable treatment for all apprentices.
6. Notify the Sponsor of any change in status of apprentices.
7. Provide the Sponsor with all necessary and requested documentation concerning the apprentice.

#### ***Duties and Responsibilities of apprentice***

Apprentices, having read these Standards and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide with the Sponsor's/participating employer's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled employee for the occupations identified for the industry.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

1. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the sponsor/participating employer's in accordance with the provisions of these Standards.
2. Respect the property of the sponsor/participating employer's and abide by the working rules and regulations of the sponsor/participating employer's.
3. Attend and satisfactorily complete the required on the job learning (OJL) and related training instruction (RTI) as provided under these Standards.
4. Shall be responsible for maintaining a record of work experience/training on the job and in related training instruction and for having this record verified by sponsor/participating employers for inclusion in the Apprentice's record folder.
5. Develop and practice safe working habits and work in such a manner as to assure personal safety and that of other fellow workers.
6. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Sponsor terminates the Apprenticeship Agreement.

#### ***Section 5 - Minimum Qualifications - 29 CFR § 29.5(b)(10)***

Applicants shall meet the following minimum qualifications:

1. Applicants shall be at least 18 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
2. Applicant must be a high school graduate, or its equivalent. Applicants must meet any entrance requirements of the Iowa Wine Growers Association and the Participating Employer. 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.
3. 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.

### **Section 6– Apprenticeship Agreement- 29 CFR 29.3 (d)&(e) - 29 CFR 29.5(b)(11)**

1. Prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor’s Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor’s/participating employer’s written rules and policies, and the apprenticeship agreement.
2. After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement which must be submitted to the Office of Apprenticeship. Such submission can be done electronically through the Registered Apprenticeship Partner Information System (“RAPIDS”), using the Apprentice Electronic Registration process, or on ETA Form 671.
3. The Sponsor will receive their username and login information for RAPIDS upon registration. The Office of Apprenticeship must be advised within 45 days of the execution of each new apprenticeship agreement. The sponsor also must provide a copy of the completed apprenticeship agreement to the apprentice and the employer. An additional copy should be provided to a veteran’s state approving agency for any veteran apprentice desiring access to benefits to which they are entitled.

### **Section 7 – Notice to Registration Agency of Apprenticeship Agreements - 29 CFR § 29.5(b)(19)**

The Sponsor or its designated apprenticeship committee (*if established*) shall promptly notify the Registration Agency within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore.

### **Section 8 – Supervision of Apprentices - 29 CFR § 29.5(b)(14)**

1. The Participating Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the Employer’s professionals to whom they are assigned. The Program Coordinator of apprentice(s) designated by the employer will be responsible for the apprentice’s work assignments, and will ensure the apprentice is working under the supervision of a skilled professional, evaluation of work performance, and completion and submittal of progress reports to Sponsor.
2. No apprentice shall work without proper or adequate supervision. 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 mentor or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

*Note: 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 training, instruction and guidance to perform tasks safely, correctly, and efficiently.*

### **Section 9 – Transfer of an Apprentice - 29 CFR 29.5(b)(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:

1. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor.
2. Transfer must be to the same occupation.
3. 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 10 – Periodic Review - 29 CFR § 29.5(b)(6)**

1. Each Apprentice shall be responsible for maintaining a record of his or her work experience/learning on the job and in related training instruction and for having this record verified by the sponsor/participating employer for inclusion in the Apprentice’s record folder. This record will be included in each Apprentice’s file maintained by the Sponsor.
2. Before each period of advancement, or at any other time when conditions warrant, the Sponsor shall examine the Apprentices to determine whether they have made satisfactory progress. If the Apprentices’ related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to

the next step.

3. Consistent with the terms of the Apprenticeship Agreement, should it be found that the Apprentice does not have the ability or desire to continue the training to become a professional, the Sponsor will, after the Apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
4. Written records of progress evaluations and corrective and final actions shall be maintained.

#### ***Section 11 – Safety and Health Training - 29 CFR § 29.5(b)(9)***

All apprentices must 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., or State standards that have been found to be at least as effective as the Federal standards.

#### ***Section 12 - Credit for Prior Experience - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)***

The Sponsor/Participating employer may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

1. Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor//participating employer must submit the request at the time of application and furnish such records to the Sponsor//participating employer to substantiate the claim. Applicants requesting such credit 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 Sponsor//participating employer 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.
2. 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.
3. The granting of advanced standing will be uniformly applied to all apprentices.

#### ***Section 13 – 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 2.0) accompanied by the appropriate documentation for both on-the-job learning and the related training instruction as may be required by the Registration Agency.

#### **Certificate of Training**

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of Apprenticeship (*the Registration Agency*), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related training instruction for the apprentice accompany such requests.

#### ***Section 14 – Maintenance of Records - 29 CFR 29.5(b)(6), 29.5 (b)(23), and 30.12 (a-d)***

The Sponsor/participating employer is responsible for maintaining, at a minimum, the following records, and make those records available to the Sponsor and the Registration Agency:

- 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 training 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

The Sponsor/Participating employer 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. All records retained pursuant to part 30 must clearly identify the race sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

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. The records shall be made available upon request by the Office of Apprenticeship, U. S. Department of Labor for inspection.

#### **Section 15 - Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)**

1. The Sponsor/Participating employer 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.
2. The Sponsor/participating employer 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.

#### **Section 16 - Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10**

The Sponsor/Participating employer acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

#### **Section 17 – Selection Procedure 29 CFR §§ 29.5(b)(21), 30.4, and 30.5**

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b) the sponsor will select apprentices by any method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.10.

1. The Sponsor will follow standard company procedures for filling an open position from outside the company.
2. Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.
3. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

*Note: Selection Procedures are required no matter how many apprentices are registered in the program.*

#### **Section 18 - Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12**

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's 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:

#### **EEO Complaint Procedures – 29 CFR § 30.14:**

An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

1. The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex or sexual orientation with regard to apprenticeship.
2. The apprentice or applicant has been retaliated against for the following:
  - Filing a complaint alleging a violation of 29 CFR § 30;

- Opposing a practice prohibited by 29 CFR § 30 or federal or state equal opportunity law;
  - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR § 30 or federal or state equal opportunity law;
  - Exercising any rights and privileges under 29 CFR § 30; or
  - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.
3. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally speaking, complaints must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

**U.S. Dept. of Labor, Office of Apprenticeship**

Attn: Chief, Division of Registered Apprenticeship and Policy

Address: 200 Constitution Ave, NW

Washington, DC 20210

(202) 693-2796

[ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)

The Sponsor must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR § 30.14(b).

Complaint Form: <https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/ETAForm9039.pdf>

### ***Other General Complaints***

For complaints concerning issues covered by the apprenticeship agreement or standards but not covered by a CBA or concerning discrimination or other equal opportunity matter, the Sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). 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 appropriate authority to receive, process, and dispose of complaints covered by this paragraph is:

**Iowa Wine Growers Association Administrator**

1918 Laredo Ave

Logan, Iowa 51546

515-664-7754

[Nicole@iowawinegrowers.org](mailto:Nicole@iowawinegrowers.org)

Any complaint described in 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12 that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

***USDOL/Office of Apprenticeship***

***Greer L. Sisson***

***State Director***

*210 Walnut Room 715*

*Des Moines Iowa 50309*

[Sisson.greer@dol.gov](mailto:Sisson.greer@dol.gov)

### ***Section 19 -Reciprocity of Apprenticeship Programs - 29 CFR § 29.13 (a) (7)***

1. States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.
2. Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.



### **Section 20 - Registration Agency General Contact Information - 29 CFR § 29.5(b)(17)**

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

**USDOL/Office of Apprenticeship**  
**Richard D. Madden**  
**Apprenticeship and Training Representative**  
210 Walnut Room 715  
Des Moines Iowa 50309  
[Madden.richard@dol.gov](mailto:Madden.richard@dol.gov)

### **Section 21 – 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 22 – Veterans' Educational Assistance as Mandated by Public Law 116-134 (134 STAT.276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

***NOTE:*** *The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.*

**Section 23– Official Adoption of Apprenticeship Standards**

Iowa Wine Growers Association officially adopts these Standards of Apprenticeship on *this* \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

I, \_\_\_\_\_ (*Name*), acting on behalf of \_\_\_\_\_ (*Name of Sponsor*)

Do  Do Not authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

## GLOSSARY OF TERMS

1. **APPRENTICE:** Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
2. **APPRENTICESHIP AGREEMENT:** Means a written agreement, complying with §29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **APPRENTICESHIP APPROACHES:**
  - **COMPETENCY-BASED APPROACH:** Measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.
  - **HYBRID APPROACH:** Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
  - **TIME-BASED APPROACH:** Measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.
5. **EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
6. **CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. (*if applicable*)
7. **EMPLOYER ACCEPTANCE AGREEMENT:** Means an agreement between the sponsor and an undersigned participating employer, which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.
8. **JOURNEYWORKER:** Means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of 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.)
9. **TRAINING REQUIREMENTS:**
  - **ON-THE-JOB LEARNING (OJL):** 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.
  - **RELATED INSTRUCTION:** Means an organized and systematic form of instruction designed to provide the apprentice with the 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 Office of Apprenticeship.
10. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.
11. **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.
12. **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.

## Wine Maker

ONet-SOC Code	RAPIDS 2.0 Code
11-3051.00	0034

**Section 1 – On-the-Job Learning**

[29 CFR 29.5(b)(2)]

1. During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which apprentices will be trained.

NOTE: Actions DO NOT need to be accomplished in any particular order, i.e., 1, 2, 3...and so forth.

On the Job Learning	Hours
Know and understand grape types	50
Knowledge of how to develop style and type of wine for production	100
Knowledge of various yeasts and other variables in wine making	50
Understanding of oak vs. steel barrels and the effects on wine flavors	50
Understanding the process for red and white wine production	100
Knowledge and operation of winery equipment / troubleshooting	900
1. Various pumps/hoses	
2. Tank stirrer	
3. Filters	
4. Grape press	
5. Crusher destemmer	
6. Fork lifts/pallet jacks	
7. Bottling line	
Understand the biological/chemical process of fermentation	100
Ability to perform tests on grapes and fermenting juice and wine	700
1. For harvesting	6. PH Meter
2. Stability	7. Hydrometer
3. Acidity	8. Titrations
4. Alcohol percentage	
5. Bench tests	
Filtration Process	100
Understand the logistics of harvesting and scheduling	
Winery and equipment sanitation	600
1. Ability to work safely and follow established safety procedures of the winery	
Ability to understand blending in finished wines	150
Understanding of the bottling process and packaging	700
Understand the importance and relevance of ongoing quality control throughout the winemaking process	100
Knowledge of Federal and State laws regarding manufacturing and selling of wine	300
1. Record keeping for federal and state governments	
<b>TOTAL HOURS</b>	<b>4000</b>

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE PARTICIPATING EMPLOYER'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB WORK PROCESSES.

### **Section 2 – Minimum Qualifications for Apprenticeship**

**[29 CFR 29.5(b)(10)]**

Applicants shall meet the following minimum qualifications:

1. Applicants shall be at least 18 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
2. Applicant must be a high school graduate, or its equivalent. Applicants must meet any entrance requirements of the Iowa Wine Growers Association and the Participating Employer.  
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.
3. 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.

### **Section 3 – Term of Apprenticeship**

**[29 CFR 29.5(b)(2)]**

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this "Trade Schedule" attached to and made a part of these Standards; plus the required hours per year of related education.
2. The program is premised on competencies demonstrated in lieu of time considerations. However, Title 29, CFR Part 29 requires that time considerations be addressed in the Standards.
3. The term of apprenticeship shall be 4000 hours of reasonably continuous employment and training on the job, supplemented by the required 288 hours of job related technical education.
4. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

### **Section 4 – Probationary Period**

**[29 CFR 29.5(b)(8)} and 29 CFR 29.7(h) (1) and (2)(i) (ii)**

1. The first 500 hours as a registered apprentice shall be considered a Probationary Period if the apprentice is a new hire, as consistent with Iowa Wine Growers Association.
2. During the probationary period the Apprentice, participating employer or the Iowa Wine Growers Association may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.
3. 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.
4. After the Probationary Period, the Agreement may be cancelled for violation of company policy or procedures after a reasonable opportunity for corrective action with written notice to the Apprentice. Written notice of action will be forwarded to the Registration Agency.
5. 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.

### **Section 5 – Apprentice to Professional Ratio**

**[29 CFR 29.5(b)(7)]**

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, participating employer's total workforce, department, or plant.
2. The ratio of apprentices employed (on the job site or participating employer's total workforce) to fully skilled professionals will

be 1:1.

**Section 6 – Apprentice Wage Progression**

[29 CFR 29.5(b)(5)]

1. Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. The wage schedule is stated on this "Trade Schedule" attached to and made a part of these Standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.
3. To qualify for the next level the apprentice must have completed the necessary on-the-job learning (OJL) hours and the related education component, as listed on the On-the-Job Learning and Education Outline related to this occupation.

Minimum Wage Schedule for 4,000-hour program. (Participating Employers may pay more.)

Level	Starting Wage	Approximate Hours	On-the-Job Learning Benchmark	Education Benchmark
1	\$ 8.00 hourly	0-2000	With supervision, begin field training and become familiar with all required competencies With supervision, demonstrate a working knowledge of all required competencies	Complete all required job-related training instruction with satisfactory progress
2	\$ 9.00 hourly	2001- 4000	With limited supervision, demonstrate proficiency in all required tasks With limited supervision, demonstrate a working knowledge of all required competencies	Complete all required job-related training instruction with satisfactory progress

The current Wage Rate is for an employee at the full performance level for this occupation is a minimum of \$10.00 per hour.

**Section 7 – Apprenticeship Instructor Qualifications**

[29 CFR 29.5(b)(4 (i) (ii))]

Every Apprenticeship Instructor shall:

1. Meet the State Dept. of Education’s requirements for a vocational technical instructor in the State of Registration.  
or
2. Be a subject matter expert, which is defined as an individual who is recognized within an industry as having expertise in a specific occupation.  
and
3. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the Related Instruction (RI).

**Section 8 - Related Instruction**

[29 CFR 29.5(b)(4)]

Provider: ISU, Community College(s), Private Industry Training, or Computer Based Training.

Note: This is a Statewide/Organization wide Viticulture/ Enology Registered Apprenticeship Program. Course titles and classes may differ slightly depending upon the Community College, Private Industry, In House or Computer Based Training. All RTI providers and course outlines must be approved by the Iowa Wine Growers Association ATC and the Registration Agency.

Method: Classroom and/or On-line Training

1. During the term of apprenticeship, each apprentice is required to complete approximately 144 hours of related education for each year of the apprenticeship.
2. Each apprentice’s attendance and progress in related education must be tracked and appropriate records maintained.

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training Instruction (RTI) - Year -1	
1.	Introduction to Starting a Vineyard
2.	Introduction to Bearing Vineyards
3.	Introduction to Vineyard Pest Management
4.	Viticulture/ Enology for Wine Production
5.	Introduction to Wine
Approximate hours 144	
Related Training Instruction (RTI) - Year-2	
1.	Cellar Technology and Operations
2.	Introduction to Wine Science
3.	Introduction to Wine Regions
4.	Introductory Sommelier Prep.
5.	Sensory Science
Approximate hours 144	

## Cellar Worker

O*Net-SOC Code	RAPIDS 2.0 Code
51-9012.00	1124

**Section 1 – On-the-Job Learning**

[29 CFR 29.5(b)(2)]

1. During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which apprentices will be trained.

NOTE: Actions DO NOT need to be accomplished in any particular order, i.e., 1, 2, 3...and so forth.

On the Job Learning	Hours
Ability to effectively follow the organization's rules, responsibilities as well as basic workplace ethics and policies. Ability to explain basic principles of work ethics, interpersonal communication and the organization's basic structure and functions to other employees	20
Ability to communicate in English on written and oral levels, the structure and organizational requirements of the winery	20
Ability to perform and demonstrate safe-lifting, climbing, ladders, safe behaviors	20
Ability to perform and demonstrate safe compressed gas use: handling, storage, replacement, tank gas-blanketing, tank O2 measurement/recording	30
Ability to demonstrate safe use of sanitation chemicals, additives, filtration materials, biological materials, material storage	30
Ability to understand MSDS and hazardous materials protocols, use, location, accident recording, filing of safety records	10
Ability to use PPE appropriately, demonstrate safe forklift and pallet jack use and safety	20
Ability to understand and comply to confined space permits, safe –entry, recording, lock-out tag-out broken equipment reports	25
Ability to understand the general cleaning and sanitation requirements of the winery perform cleaning and sanitation techniques used in a winery using appropriate procedures and safety compliance	80
Ability to understand wine addition: types, use, timing, calculations, safe handling/storage, preparation, application, recording, ordering	45
Ability to assist with the receipt of grapes into the winery including the necessary documentation, weighing, and sampling procedures required for receipt	45
Ability to conduct initial grape handling, sorting and processing (de-stem/crush), including equipment cleaning and maintenance	125
Ability to transfer processed material from the destemmer/crusher, including a discussion of whole –cluster pressing and of press-aids	80
Ability to properly operate wine presses, safety and maintenance, discussion of different types of presses and practical applications	80



Ability to properly clean and sanitize wine presses	20
Ability to properly load, operate, and empty a wine press including proper disposal of pomace	80
Ability to properly set-up and operate pumps and hoses; different types of pumps, applications, use, preparation, cleaning and sanitizing, maintenance; difference between juice and wine racking, transfers, movements, record keeping	80
Ability to understand the concepts and practices related to fermentation monitoring including temperature control, density measuring, recording	40
Ability to perform inoculation of juice using yeast, including understanding use of yeast and differences of commercial yeast strains, storage of yeast, necessity of nutrient additions, and temperature control during inoculation	30
Ability to perform the necessary duties and responsibilities related to skin contact including cold-soaking, using various fermentation techniques, yeast and bacteria, hydration/inoculation, nutrient-additions, temperature control	130
Ability to drain and press wine made with skin contact; safety issues involved with fermentation, confined spaces and toxic CO2 levels	30
Ability to properly use tanks and perform tank maintenance, cleaning sanitizing, discussion of types of tanks: pressure tanks	40
Ability to properly understand the importance of temperature control during winemaking: tanks, small fermenters, passive and active chilling, monitoring/recording, cold –stabilization	40
Ability to properly manage juice/wine volumes including ullaged tanks, variable capacity tanks and protecting wine from oxidation	40
Ability to perform juice/wine homogenization	30
Ability to perform tank mixing, agitation, circulation, warming	25
Ability to perform fining to a tank along with understanding of fining agent types, uses preparation, addition, storage, recording	25
Ability to know the methods required for barrel receipt, recording, marking, tracking and perform barrel inspections	25
Ability to properly store barrels, including safe-handling, stacking guidelines	80
Ability to perform barrel preparation, maintenance repair, barrel long-term dry storage/rehydration, SO2 uses, barrel “pickling”, Brett-barrel management, specialized sanitation practices	50
Ability to properly manage juice/wine movements and homogenization of barrels	20
Ability to perform topping of barrels, scheduling of topping	40
Ability to perform additions to wine in barrels, including: barrel-stirring, lees suspension	20
Ability to perform fining to wine barrel	10
Ability to perform and understand filtration, filter types, media types and uses, special applications, absolute sterile filtering practices, timing techniques, integrity-testing.	125
Ability to clean, sanitize, use maintain/repair filtration systems	40
Ability to perform and understand gravity uses, siphons, work-flow and efficiency	10
Ability to collect samples from difference locations and understand analysis before/during/post fermentation	40
Ability to operate and understand bottling including equipment sparging, bottle rinsing, filling, change-overs, adjustments, sanitizing, maintenance, bottling component types, inspection, testing, storage, tracking, inventory	130
Ability to understand and perform bottling preparation, QC testing, QC issues, TTB rules and regulations, fill levels, record-keeping and compliance, component recording	130
Ability to understand and complete work orders	20

Ability to receive dry goods, ingredients, package components, tracking, bio-terrorism, recording, storage	20
<b>TOTAL HOURS</b>	<b>2000</b>

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE PARTICIPATING EMPLOYER'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB WORK PROCESSES.

**Section 2 – Minimum Qualifications for Apprenticeship**

[29 CFR 29.5(b)(10)]

Applicants shall meet the following minimum qualifications:

4. Applicants shall be at least 18 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
5. Applicant must be a high school graduate, or its equivalent. Applicants must meet any entrance requirements of the Iowa Wine Growers Association and the Participating Employer.  
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.
6. 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.

**Section 3 – Term of Apprenticeship**

[29 CFR 29.5(b)(2)]

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this "Trade Schedule" attached to and made a part of these Standards; plus the required hours per year of related education.
2. The program is premised on competencies demonstrated in lieu of time considerations. However, Title 29, CFR Part 29 requires that time considerations be addressed in the Standards.
3. The term of apprenticeship shall be 2000 hours of reasonably continuous employment and training on the job, supplemented by the required 144 hours of job related technical education.
4. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

**Section 4 – Probationary Period**

[29 CFR 29.5(b)(8)} and 29 CFR 29.7(h) (1) and (2)(i) (ii)

1. The first 500 hours as a registered apprentice shall be considered a Probationary Period if the apprentice is a new hire, as consistent with Iowa Wine Growers Association.
2. During the probationary period the Apprentice, Participating Employer or the Iowa Wine Growers Association may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.
3. 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.
4. After the Probationary Period, the Agreement may be cancelled for violation of company policy or procedures after a reasonable opportunity for corrective action with written notice to the Apprentice. Written notice of action will be forwarded to the Registration Agency.
5. 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.

**Section 5 – Apprentice to Professional Ratio**

[29 CFR 29.5(b)(7)]

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, participating employer’s total workforce, department, or plant.
2. The ratio of apprentices employed (on the job site or participating employer’s total workforce) to fully skilled professionals will be 1:1.

**Section 6 – Apprentice Wage Progression [29 CFR 29.5(b)(5)]**

1. Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. The wage schedule is stated on this "Trade Schedule" attached to and made a part of these Standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.
3. To qualify for the next level the apprentice must have completed the necessary on-the-job learning (OJL) hours and the related education component, as listed on the On-the-Job Learning and Education Outline related to this occupation.

Minimum Wage Schedule for 2,000 hour program. (Participating Employers may pay more.)

Level	Starting Wage	Approximate Hours	On-the-Job Learning Benchmark	Education Benchmark
1	\$ 8.00 hourly	0-2000	With supervision, begin field training and become familiar with all required competencies With supervision, demonstrate a working knowledge of all required competencies	Complete all required job-related training instruction with satisfactory progress
2	\$ 9.00 hourly	2001- 4000	With limited supervision, demonstrate proficiency in all required tasks With limited supervision, demonstrate a working knowledge of all required competencies	Complete all required job-related training instruction with satisfactory progress

The current Wage Rate is for an employee at the full performance level for this occupation is a minimum of \$10.00 per hour.

**Section 7 – Apprenticeship Instructor Qualifications [29 CFR 29.5(b)(4 (i) (ii))]**

Every Apprenticeship Instructor shall:

1. Meet the State Dept. of Education’s requirements for a vocational technical instructor in the State of Registration.
- OR**
2. Be a subject matter expert, which is defined as an individual who is recognized within an industry as having expertise in a specific occupation.
- AND**
3. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the Related Instruction (RI).

**Section 8 - Related Instruction [29 CFR 29.5(b)(4)]**

Provider: ISU, Community College(s), Private Industry Training, or Computer Based Training.

Note: This is a Statewide Viticulture/ Enology Registered Apprenticeship Program. Course titles and classes may differ slightly depending upon the Community College, Private Industry, In House or Computer Based Training. All RTI providers and course outlines must be approved by the Iowa Wine Growers Association and the Registration Agency.

Method: Classroom and/or On-line Training

1. During the term of apprenticeship, each apprentice is required to complete approximately 185 hours of related education for each year of the apprenticeship.
2. Each apprentice's attendance and progress in related education must be tracked and appropriate records maintained.

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training Instruction (RTI) – Year 1	
1	An introduction to winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines.
2	An introduction to the science of winemaking, including grape maturation, harvesting, fermentation, wine development, blending, filtration and bottling practices.
3	Chemistry and microbiology of winemaking, including use of enzymes and yeasts; fermentation management; Wine microorganisms; phenols; aging; Flavor development.
4	Winery operations for the fall season, including grape maturity monitoring; grape harvesting; Fermentation, handling and storage of new wines; Maintenance of older wines; General cellar practices.
5	Winery operations for the winter and spring seasons, including handling and storage of new wines; Maintenance of older wines; General cellar practices.
6	Sensory evaluation of wines including varietal recognition and wine faults and Wine Appreciation including important world wine regions. Student must at least 21 years of age in order to participate in wine taste.
7	An introduction to viticulture including growing season milestones, canopy management, integrated pest management, pesticide use, pruning, establishing a vineyard and post-harvest considerations.
Approximate hours 185	

<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
<i>Agricultural Service Worker (Vineyard Manager)</i>	<b>37-3012.00</b>	<b>0703</b>

**Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)**

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor/participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

<b>On the Job Learning</b>	<b>Hours</b>
<b>Vineyard Establishment</b> a. Develops proficiency in site selection, site preparation, trellis construction, vine planting and vine training, including the abilities to: <ol style="list-style-type: none"> <li>1. Evaluate a site for suitability for growing grapes, including nutrient assessment.</li> <li>2. Maintain vineyard grounds and establish a cover crop (grass).</li> <li>3. Construct a trellis system.</li> <li>4. Plant and establish new vines.</li> </ol>	400
<b>Crop Production and Management</b> a. Performs crop control tasks to include dormant pruning, as well as shoot, flower cluster and cluster thinning. b. Performs canopy management tasks to include shoot positioning, hedging and leaf removal. c. Sets up and operates irrigation equipment.	600
<b>Nutrient Assessment</b> a. Collects soil samples for nutrient analysis. b. Collects petiole samples for analysis. c. Makes fertility decisions based on soil, petiole and harvest data.	150
<b>Pre-Harvest, Post-Harvest</b> a. Collects grape samples in a timely manner for quantification of grape yield and quality prior to harvest. b. Performs hand harvesting, and assists in mechanical harvesting, if applicable. c. Handling and/or proper storage of grapes before delivery to winery.	750
<b>Pest Management</b> a. Scout, model and identify insects, weeds and diseases commonly found in vineyards. b. Mix and spray pesticides safely. c. Calibrate sprayer. d. Obtain private/commercial applicator license. e. Build and implement an economical pest management program capable of keeping	400

vineyard pests under control.	
<b>Equipment and Facilities</b> a. Provide basic service and maintenance to tractor, mower, sprayer, pruners, mechanical harvesters or other equipment commonly found in vineyards.	400
<b>Reporting</b> a. Reports to Mentor on matters related to crop production and personnel performance. b. Reports to Mentor on status of vineyard and problems that may have an impact on current and future grape production.	100
<b>Seasonal field worker management</b> a. Estimates labor requirement for vineyards tasks and operations. b. Hires, trains and/or supervises workers engaged in viticulture activities. c. Contracts for services needed to supplement vineyard staff.	200
<b>Total Hours</b>	<b>3000</b>

**Section 2 –Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) 29.5(b)(16)**

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on 3000 hours time-based. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

**Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)**

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

**Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)**

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

**Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)**

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Minimum Wage Schedule for 3,000 hour program. (Participating Employers may pay more.)

Starting Wage	Level/Approximate Hours	On-the-Job Learning Benchmark	Education Benchmark
\$8.00	0-1000	With supervision, begin field training and become familiar with all required competencies	Complete all required job related education with satisfactory progress
\$9.00	1001-2000	With limited supervision, demonstrate proficiency in all required tasks	Complete all required job related education with satisfactory progress
\$9.50	2001-3000	With little supervision, demonstrate proficiency in all required tasks.	Complete all required job related education with satisfactory progress

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$10.00 per hour.

**Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)**

Provider(s): Vesta, Michelle Norgren  
 Address: Missouri State University  
 901 S. National

Springfield, MO 65897  
 417-837-2513  
 michellenorgren@missouristate.edu

Method: Online learning

2. During the term of apprenticeship, each Apprentice is required to complete approximately 230 hours of related training instruction.
3. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.
4. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
5. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
6. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
7. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
8. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
9. Each Apprentice’s attendance and progress in related training and instruction must be tracked and appropriate records maintained.
10. 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.
11. 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.
12. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
13. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
14. Apprentices are not required to be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

<b>Related Training Instruction (RTI) –</b>	
1	VIN111-Introduction of Viticulture and Vineyard Establishment, 3CR (45 hours), SFW (S1)
2	VIN211-Integrated Pest Management, 2CR (30 hours), F(F1)VIN293-Soils for Viticulture, 3CR (45 hrs), FS (S2)
3	VIN290-Vineyard and Winery Safety, 3CR (45 hrs), S(S1 or 2)
4	VIN117-Cold Climate Viticulture, 1 CR (15 hrs)
5	VIN213-Regional Vineyard Management, 2CR (30 hrs), F (F1)
6	MGWII developed Enology For Viticulture Moodle Course (20 hrs) (W1)
	Basic Wine Science
	Base Winemaking
	Winery Operations
	Wine Appreciation/Sensory
Approximate hours 230	



## **ETA-671 APPRENTICESHIP AGREEMENT**

(This is an example only. ETA 671 Generated by RAPIDS. Contact your ATR for assistance)

<https://dol.appiancloud.com/suite/>



Program Registration and  
Apprenticeship Agreement  
Office of Apprenticeship

U.S. Department of Labor  
Employment and Training Administration



**APPRENTICE REGISTRATION – SECTION II** OMB No. 1205-0223 Expiration Date: 03/31/2023

This agreement does not constitute a certification under Title 29 Code of Federal Regulations (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.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this agreement and in accordance with Title 29 CFR Parts 29 and 30. The sponsor's Apprenticeship Standards are attached and hereby incorporated into this agreement as they exist on the date of the agreement. These Standards may be amended during the period of this agreement with the consent of the parties to the agreement. 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 *Social Security Number (No., Street, City, State, Zip Code, Telephone 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		6. Education Level (Mark one) <input type="checkbox"/> Less than 9 <sup>th</sup> grade <input type="checkbox"/> 9 <sup>th</sup> to 12 <sup>th</sup> grade, no diploma <input type="checkbox"/> High School graduate or GED <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or Prof. degree	
4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino					
b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White					
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)		2a. Occupation (The work processes listed in the standards are part of this agreement).		2b. Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)		5. Probationary Period (Hrs., Mos., Yrs.)	
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)		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source	
10. Wages: (Instructions on reverse)					
10a. Prior Hourly Wage \$ _____		10b. Apprentice's Entry Hourly Wage \$ _____		10c. Journeyworker's Hourly Wage \$ _____	
Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.					
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>					
11. Signature of Sponsor's Representative(s) Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints			
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 and 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. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

**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. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

**Black or African American.** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

**Native Hawaiian and Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

**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. Prior 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.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	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.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	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 Part 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 29 CFR Part 29. 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 U.S.C. 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 C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0023)

*Voluntary Disability Disclosure OMB No. 1205-0223 Expiration Date: 03/31/2023*

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

**Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Apprenticeship website at <https://www.doleta.gov/OA/eoo/>.

## Participation Agreement

*Check One*

Wine Maker    Cellar Worker (wine)    Agriculture Service Worker (Vineyard Manager)

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Iowa Winegrowers Association and agree(s) to carry out the intent and purpose of said Standards and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The Employer affirms they have been furnished a copy of the Standards and have read and understood them, and request approval to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards that are consistent with the requirements set forth in 29 CFR § 30.10(b). This employer participation agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer or the Office of Apprenticeship.

**Company Name** \_\_\_\_\_

Company Representative \_\_\_\_\_

Title \_\_\_\_\_

Federal Tax ID Number (EIN): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Journeyworker/Mentor Wage (Apprentice Completion Wage) \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed and Approved by: Iowa Wine Growers Association**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

***All Employer Participation Agreements must be uploaded in RAPID's 2.0 by the Sponsor***