

Review Checklist Ohio State Apprenticeship Council

Sponsor: _____ **RAPIDS#:** _____
City: _____ **State:** _____ **Zip Code:** _____

Standards

- 26 Component Checklist
- Current Approval Date of Standards _____
- Current Wage Scale
- Discuss General Program Operation
- Additional Documents:
 - Memorandum of Understanding (MOU)
 - Home Town Plan
 - Court Order
- Miscellaneous _____

Recruitment/Outreach

- Dissemination Notice:
 - Date Notice was sent (should be sent 30 days out)
 - Geographical area (coverage of counties)
 - Who was contacted
 - How information was sent (newspaper, mailing, radio)
- Application Notice
- Qualifications to Apply
- Application Cycle (Min. 2 weeks)
- Apprentice Application List/Log (who applied, race, gender, application date, score, who meets qualification)
- Miscellaneous _____

Documents Checklist

- Dissemination List
- Media Clippings:
 - Newspaper Ads
 - Brochures, etc.
- Qualifications
- Notice of Application
- Engaging Outreach/Good Faith Efforts
 - Thank you notes
 - Agenda
 - Programs
- Rank List and/or Direct Entry List
- Original Application
- Applicant Log
 - Accepted Applicant Process
 - Rejected Applicant Process
- Other Applicable Documents

Selection Method

- Method Used:
 - Pool - Rank
 - Pool - Random Lottery
 - Pool - Restricted (Current Employees)
 - Alternative
- 5 year Maintenance Requirement
- Applicant Qualifications Summary (age, aptitude test, diploma/GED, etc.)
- Interview Questions
- Interview Records
- Evaluation of Applicant (test scores, oral interview, education, experience)
- Eligibility List and How Notifications of Eligibility/Ineligibility are Sent
- Final Applicant Pool (Rank list)
- Direct Entry:
 - Job Corp
 - Veterans
 - Government Funded Programs
 - Organizing Efforts
- Miscellaneous _____

Affirmative Action Activities Review

- Dissemination of Information
- AAP Education or Training
- Journeymen Outreach Participation
- Grant Credit for Past Experience
- Employer Internal Communication:
 - EEO
 - Sexual Harassment Policy or Basic Policy
- Good Faith Efforts
- Other Appropriate Action
- Miscellaneous _____

Apprentice Files

- Registered Agreement
- Work Assignments (where, what they learned, # hrs. spent)
- Current Rate of Pay (verify correct amount being paid)
- Conditions of Work
- Apprentice Correspondence (could be committee action):
 - Promotions/Demotions
 - Layoffs/Termination
 - Attendance
- Other Pertinent Records
- Miscellaneous _____

Additional Components

- Workforce Analysis
- Instructor/RTI Interview
- Off-site Verification
- Quality Questionnaire
- Apprentice Interview (3)
- Other _____