

Wisconsin Apprenticeship Manual Review Guide

A summary of the major revisions made to the Wisconsin Registered Apprenticeship Manual on June 6, 2022

Change/Addition	Page/Section	Chapter
Re-organization of chapters and content	Throughout	
Added legal citations and footnotes	Throughout	
Typographical corrections and grammatical edits	Throughout	
Added hyperlinks	Throughout	
Removed introductory section on history of apprenticeship		
Removed reference materials, wage calculation sheet, glossary, statutes, committee structure diagram, and regulations from manual. Materials will be posted to the website instead.		
Added Wisconsin Apprenticeship Council Chapter	Page 3	Chapter 1
Added 5-year timeline for regular review of Wisconsin Apprenticeship Council (Council) bylaws	Page 3	
Identified that one employer- and employee-nominated member will serve as co-chairs of the Council	Page 3	
Updated licensed occupation list	Page 4 Section 2.2	Chapter 2
Removed reference to defunct carpentry statute		
Clarified roles and membership composition of State Committees	Pages 4-7 Section 2.5	

Added policy that business must be in operation for one year prior to provisional registration	Page 8 Introduction	Chapter 3
Added standard application requirement for sponsors	Page 8 Section 3.2	
Added BASERS registration requirement for sponsors	Page 8 Section 3.3	
Added Sponsors Chapter covering all different types of apprenticeship sponsors and requirements	Pages 9-13	Chapter 4
Clarified local committee membership	Pages 9-10 Section 4.1.1 Section 4.1.2	
Condensed local committee duties	Page 10-11	
Allowed extended deadline for local committees which meet infrequently to make a decision on employer applications	Page 10 Section 4.1.4 Item iv	
Established policy by which a local committee may delegate authority to training coordinator	Page 11 Section 4.1.4 Item xiv	
Added definition of multi-site sole sponsor	Page 11 Section 4.2	
Created list of required sole sponsor duties	Page 12 Section 4.2.2	
Updated language to clarify that in-house committees are optional but encouraged.	Page 12 Section 4.2.3	
Added section on new type of sponsor: industry committees	Page 13 Section 4.3	
Edited Program Standards Chapter to closely track Wis. Adm. Code Ch. DWD 295 and for brevity	Pages 14-18	
Updated section on journeyworker to apprentice ratio to reflect 2017 changes to apprenticeship law	Page 15	

(also done in Collective Bargaining Agreements Chapter)	Item 7)	
Shortened Contract Chapter and Exhibit A section for brevity and to eliminate redundancy	Pages 19-20	Chapter 6
Added Minor Apprentices Chapter, consolidating policies and regulations related to minor and high school apprentices	Page 21	Chapter 7
Added Apprentice Selection Procedures Chapter with new selection requirements of Wis. Adm. Code Ch. DWD 296	Page 22	Chapter 8
Clarified BAS policy on home schooled applicants, including in state and out of state.	Page 23 Section 8.3	
Added Apprentice Compensation Chapter, consolidating policies from previous manual	Pages 24-25	Chapter 9
Modified section on skilled wage rate as previous survey for collecting data no longer exists	Page 24 Section 9.2.2	
Clarified weekly limit of 55 hours of work and paid related instruction for apprentices	Page 25 Section 9.2.3	
Added Prior Work and Education Credit Chapter, consolidating policies from various sections in previous manual	Page 26	Chapter 10
Modified policy on awarding of unpaid related instruction credit to provide more flexibility	Page 26 Section 10.4	
Removed outdated and restrictive list of related instruction delivery methods		Chapter 11
Labor neutrality policy for training centers was simplified and specific examples of violations were removed, such as not having a separate entrance	Page 28 Section 11.2.1	
Clarified deadline and policy for withdrawing from WTCS related instruction	Page 28 Section 11.2.2	
Summarized current requirements of WTCS instructors and added regulatory citations	Page 28 Section 11.3.1	
Modified instructor teaching and professional requirements for non-WTCS instructors	Page 28	

	Section 11.3.2	
Defined process for curriculum approval	Pages 29-30	
Defined when notification and BAS approval are required for curriculum modification	Page 30 Section 11.6.2	
Added Apprenticeship Completion Award Chapter to cover The Apprenticeship Completion Award Program (ACAP), its policies, application procedures, eligibility criteria, and requirements	Page 31-32	Chapter 12
Added Recordkeeping Chapter to consolidate and clarify policies for program recordkeeping requirements	Pages 33-34	Chapter 13
Added recordkeeping requirements of Wis. Adm. Code Ch. DWD 296 for all sponsors and sponsors with affirmative action plans	Page 33 Sections 13.1 & 13.2	
Added section on confidential medical records of apprentices	Pages 33-34 Section 13.3	
Added section on providing records access for BAS staff, including a deadline for sponsors and electronic delivery requirement	Page 34 Section 13.4	
Added clarification for instruction provider recordkeeping requirements	Page 34 Section 13.5	
Added Equal Opportunity Chapter to capture new requirements found in Wis. Adm. Code Ch. DWD 296 for all sponsors	Pages 35-36	Chapter 14
Added Affirmative Action Plan Chapter to detail new requirements found in Wis. Adm. Code Ch. DWD 296 for sponsors with affirmative action programs	Pages 37-41	Chapter 15
Added Compliance Review Chapter and to detail updated equal opportunity and affirmative action compliance under Wis. Adm. Code Ch. DWD 296	Pages 42-43	Chapter 16
Added Quality Assurance Assessment Chapter	Pages 44-45	Chapter 17
Consolidated policies regarding collective bargaining agreements into stand-alone chapter	Page 46	Chapter 18

Updated section on journeyworker to apprentice ratio to reflect 2017 changes to apprenticeship law (also done in Program Standards Chapter)	Page 46 Section 18.1	
Added Layoff and Unassignment Chapter to consolidate policies in previous manual	Page 47	Chapter 19
Added natural disaster or large-scale emergency, such as a pandemic, as reasons for apprentice unassignment designation	Page 47 Section 19.2	
Added Sponsor Deregistration & Suspension Chapter to cover policies and regulations regarding processes of program deregistration, suspension, appeal, and hearing	Page 48	Chapter 20
Equal opportunity enforcement section was added to reflect new compliance procedure under updated Wis. Adm. Code Ch. DWD 296 (including suspension of a sponsor, which did not exist in past policies or regulations)	Pages 48-49 Section 20.3	
Organized Complaints and Appeals Chapter to track regulations in Wis. Adm. Code Chs. DWD 295 and 296 and current BAS review process	Pages 50-54	Chapter 21
Clarified definition of final local decision and its role in the contract complaint process	Page 50 Section 21.1.1	
Clarified contents of an acceptable contract complaint and added link to complaint form	Page 50 Section 21.1.3	
Added section on discrimination complaints section to Complaints and Appeals Chapter that follows updated regulations in Wis. Adm. Code Ch. DWD 296	Page 51-52 Section 21.2	
Added list of complaint items which warrant a hearing and those which don't, according to Wis. Adm. Code Ch. DWD 295	Pages 53-54 Section 21.5	
Added Public Meetings Chapter	Page 55	Chapter 22
Added Public Records Chapter	Page 56	Chapter 23
Added Local Committee Litigation Chapter	Pages 57-58	Chapter 24