



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Thomas A. Stith III*

*President*

**NUMBERED MEMO CC21-039**

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Chairs of the Boards of Trustees  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

**FROM:** Tawanda Foster Artis  
General Counsel

**DATE:** August 25, 2021

**SUBJECT:** Proposed Adoption of Title 4—ApprenticeshipNC, Chapter A. General Provisions

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On August 20, 2021, the State Board of Community Colleges voted to adopt a new title into the State Board Code, Title 4—ApprenticeshipNC. Within this Title, there are two chapters: Chapter A. General Provisions and Chapter B. Equal Employment Opportunity in Apprenticeship. The main purpose of Chapter A. is to incorporate into the State Board Code the federal rules that govern registered apprenticeships. Chapter A. also contains additional rules related to the administration of the ApprenticeshipNC program, including definitions, the registration of apprenticeship programs and individual apprentices, and qualifications of apprentices (see rules 4A SBCCC 100.2 through 100.12). These rules do not change how the current ApprenticeshipNC program operates.

**The adoption will be effective September 1, 2021. The new title will be published on the NC Community College System’s website, [www.nccommunitycolleges.edu/sbcccode](http://www.nccommunitycolleges.edu/sbcccode).** For your convenience, a copy of the rule in its final form is attached to this memorandum.



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2 **State Board of Community Colleges Code**

3 **Title 4 – APPRENTICESHIPNC**

4 **CHAPTER A. GENERAL PROVISIONS**

5 **4A SBCCC 100.1 – State Apprenticeship Agency is ApprenticeshipNC**

6 The North Carolina Community Colleges System Office (through ApprenticeshipNC)  
7 functions as the State Apprenticeship Agency with authority to determine whether  
8 apprenticeship programs operating in this State conform to the provisions of Article 1A of  
9 Chapter 115D of the North Carolina General Statutes, the State Board of Community  
10 Colleges Code, and the standards published by the U.S. Secretary of Labor in Title 29,  
11 Parts 29 and 30 of the Code of Federal Regulations. The State Apprenticeship Agency  
12 is the state registration agency and has the responsibility for registering apprenticeship  
13 programs, agreements, and apprentices. The following federal regulations are hereby  
14 incorporated and adopted, to be administered by ApprenticeshipNC:

- 15 (a) 29 CFR 29.3 – Eligibility and procedure for registration of an apprenticeship program  
16 (b) 29 CFR 29.4 – Criteria for apprenticeable occupations  
17 (c) 29 CFR 29.5 – Standards of apprenticeship  
18 (d) 29 CFR 29.6 – Program performance standards  
19 (e) 29 CFR 29.7 – Apprenticeship agreement  
20 (f) 29 CFR 29.8 – Deregistration of a registered program  
21 (g) 29 CFR 29.9 – Reinstatement of program registration  
22 (h) 29 CFR 29.12 – Complaints

23  
24 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

25 *Eff: [September 1, 2021](#)*

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27 **4A SBCCC 100.2 – ApprenticeshipNC Headquarters**

28 (a) The ApprenticeshipNC headquarters is located in the North Carolina Community  
29 Colleges System Office. The physical address is 200 West Jones Street, Raleigh, North  
30 Carolina, 27603.

- 1 (b) All correspondence should be sent to the following mailing address:  
2 North Carolina Community Colleges System Office  
3 ApprenticeshipNC  
4 5001 Mail Service Center  
5 Raleigh, NC 27699-5001  
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7 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

8 *Eff: [September 1, 2021](#)*  
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#### 10 **4A SBCCC 100.3 – Definitions**

11 The definitions listed in 29 CFR 29.2 shall apply to terms found in the federal regulations  
12 administered by ApprenticeshipNC, as listed in 4A SBCCC 100.1. Other definitions that  
13 apply in this Chapter are as follows.

14 (a) Director – The Director of ApprenticeshipNC.

15 (b) Registration – The recognition by the Director and the recording with  
16 ApprenticeshipNC of an apprenticeship, apprenticeship agreement, or an apprentice  
17 signifying that the program, agreement, or individual complies with the rules,  
18 requirements, criteria, and standards of this Chapter.

19 (c) Related Instruction – An organized and systematic form of instruction designed to  
20 provide the apprentice or trainee with knowledge of the theoretical and technical subjects  
21 related to their trade or occupation. Such instruction may be given in a classroom,  
22 through occupational or industrial courses, by correspondence courses, through  
23 electronic media, or through other forms of self-study.

24 (d) Revision – Any substantive modification or change of the program standards of  
25 apprenticeship (including an affirmative action plan and a written description of the  
26 selection procedure) or of an apprenticeship agreement.

27 (e) Standards – The program standards of apprenticeship as set forth in 29 CFR 29.5.

28 (f) Technical Assistance – Guidance provided by ApprenticeshipNC staff in the  
29 development, revision, amendment, or processing of a potential or current program  
30 sponsor's Standards of Apprenticeship, Apprenticeship Agreements, or advice or

*Title 4 Chapter A. is adopted as follows:*

1 consultation with a program sponsor to further compliance with this Chapter or guidance  
2 from ApprenticeshipNC on how to remedy nonconformity with this Chapter.

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4 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

5 *Eff: [September 1, 2021](#)*

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7 **4A SBCCC 100.4 – Discretionary Powers of the Director**

8 Notwithstanding any other provision of this Chapter, the Director of ApprenticeshipNC,  
9 under the supervision of the President of the North Carolina Community College System  
10 or the President’s designee, retains the power to vary, at their discretion, the requirements  
11 for an apprenticeship program or agreement in order to respond to unique or unusual  
12 circumstances, including but not limited to the operation of apprenticeship programs in  
13 penal institutions, so long as and only to the extent that the variations are not contrary to  
14 federal or state law, that they serve to further apprenticeship in general and a certain  
15 apprenticeship program or agreement in particular, and that the Director does not act  
16 arbitrarily or capriciously.

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18 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

19 *Eff: [September 1, 2021](#)*

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21 **4A SBCCC 100.5 – Minimum Qualifications of Apprentices**

22 (a) An apprentice must have the following qualifications:

23 (1) The apprentice must be at least 16 years old, except where a higher minimum age  
24 is otherwise fixed by law; and

25 (2) The apprentice must be a high school graduate or, must have passed an  
26 equivalency examination. An exception can be granted with the approval of the  
27 Director, if the apprentice is currently enrolled as a high school student participating  
28 in a course of study that will meet graduation requirements.

29 (b) Additional minimum qualifications for apprentices may be established by the sponsor  
30 so long as the additional qualifications comply with the equal employment opportunity  
31 regulations listed in 4B SBCCC 100.1.

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*History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

*Eff: [September 1, 2021](#)*

**4A SBCCC 100.6 – Program Registration Request Procedure**

(a) Upon request by a prospective sponsor to an official of ApprenticeshipNC, or upon the initiative of an official of ApprenticeshipNC, a representative of ApprenticeshipNC shall contact the prospective sponsor for the purpose of discussing the requirements for registration and the procedures necessary to register and operate an apprenticeship program.

(b) If the prospective sponsor elects to request registration of an apprenticeship program, it shall complete and submit to the Director the following:

- (1) A written request, signed by the prospective sponsor, for registration of an apprenticeship program meeting the requirements of 29 CFR 29.5;
- (2) An original of the program standards of apprenticeship required under 29 CFR 29.5, including an affirmative action plan according to 29 CFR 30.4 and a written description of the selection procedure according to 29 CFR 30.10, unless otherwise exempted under 29 CFR 30.19;
- (3) A written agreement to comply with the program standards by a participating employer as provided; and
- (4) One of the following:
  - (A) A written acknowledgment of union agreement or "no objection" to the registration when the program standards, collective bargaining agreement, or other instrument provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program and such participation is exercised;
  - (B) A written acknowledgment of a union's receipt of a copy of the completed application forms when the union represents employees in the trade which is an objective of the apprenticeship training, unless an acknowledgment under Part (A) of this Subparagraph is required; or

1 (C) A signed statement by the sponsor that no unions represent employees of the  
2 sponsor or participating employers in the trade which is an objective of the  
3 apprenticeship training.

4 (c) If the Director has received the completed application forms and has determined that  
5 the requirements for an apprenticeship program, as set forth in 29 CFR 29.5, are met, the  
6 program shall be approved and registered with ApprenticeshipNC. The sponsor shall be  
7 notified in writing of the registration.

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9 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

10 *Eff: [September 1, 2021](#)*

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12 **4A SBCCC 100.7 – Registration and Approval of Apprenticeship Agreements and**  
13 **Individual Apprentices**

14 (a) A sponsor or an individual, or a person or organization on behalf of the individual, shall  
15 request that an apprenticeship agreement between the individual and their sponsor be  
16 registered by submitting to the Director a copy of the apprenticeship agreement.

17 (b) If the following requirements are met, then the Director shall approve the  
18 apprenticeship agreement and cause it to be recorded by the division, which constitutes  
19 registration of the agreement:

20 (1) The agreement is complete and applies to a registered apprenticeship program;

21 (2) The agreement meets the apprenticeship agreement requirements listed in G.S.  
22 115D-11.11, G.S. 115D-11.12, and 29 CFR 29.7; and

23 (3) The individual meets the minimum qualifications for an apprentice listed in 4A  
24 SBCCC 100.5.

25 (c) If the Director approves the apprenticeship agreement, the Director shall also and  
26 simultaneously cause the name of the individual who is to be trained under the agreement  
27 to be recorded, which constitutes registration of the individual.

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29 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

30 *Eff: [September 1, 2021](#)*

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1 **4A SBCCC 100.8 – Denial of a Program Registration Request**

2 (a) If the Director does not approve a request for registration of an apprenticeship  
3 program, apprenticeship agreement, or individual, the Director shall deny the request in  
4 writing to the requesting party, expressly stating the reason(s) for denial. The Director  
5 shall promptly notify the person whose individual registration has been denied when the  
6 person is not notified as the requesting party.

7 (b) The requesting party may resubmit the request for registration if the proposed  
8 apprenticeship program or apprenticeship agreement is revised to cure the problem(s)  
9 resulting in denial.

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11 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

12 *Eff: [September 1, 2021](#)*

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14 **4A SBCCC 100.9 – Revision of Apprenticeship Program Standards or Agreements**

15 (a) Any proposed revision of program standards of apprenticeship or an apprenticeship  
16 agreement shall be submitted in writing by the sponsor to the Director for approval.

17 (b) The revision becomes effective 90 days after the Director's receipt of the sponsor's  
18 proposed revision unless the Director, in writing, disallows the revision within that time.  
19 The Director may disallow part of the proposed revision and allow part, but in such event  
20 the sponsor may withdraw the entire proposed revision. If the revision is not approved,  
21 the Director shall notify the sponsor of the reasons for the disapproval and provide the  
22 sponsor with technical assistance.

23 (c) When a revision becomes effective, the Director shall record the revision so that it  
24 amends the program standards or agreement recorded by the division.

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26 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

27 *Eff: [September 1, 2021](#)*

28 **4A SBCCC 100.10 – Termination and Extension of Agreements**

29 (a) An apprenticeship agreement terminates when the period of the apprenticeship  
30 identified by the terms of the agreement expires.

1 (b) The agreement may be extended for a specified period by agreement of the apprentice  
2 and sponsor with the approval of the Director. The sponsor shall obtain the Director's  
3 approval of an extension in the manner provided in 4A SBCCC 100.9 for revision of  
4 apprenticeship standards or an apprenticeship agreement, except that an extension  
5 becomes effective within 30 days of the Director's receipt of the proposed extension  
6 unless the Director, in writing, disallows the revision within that time, stating the reason(s)  
7 for disallowance.

8 (c) Nothing in this Rule shall be construed to prevent a sponsor and an individual meeting  
9 the minimum qualifications of an apprentice, as set forth in 4A SBCCC 100.5, from  
10 executing an apprenticeship agreement.

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12 *History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8*

13 *Eff: [September 1, 2021](#)*

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15 **4A SBCCC 100.11 – Certificate or Certificate of Completion**

16 (a) Upon notification from a sponsor that an individual has completed their apprenticeship  
17 in the sponsor's registered apprenticeship program, the Director shall issue to the  
18 individual, or to the sponsor for the individual, a certificate of completion or other written  
19 indicia signifying that the individual has completed the training and instruction in a  
20 registered apprenticeship program in a certain, identified trade and the date the training  
21 was completed.

22 (b) Notwithstanding paragraph (a) of this Rule, the Director shall not issue the certificate  
23 of completion if the Director decides upon satisfactory evidence that the apprentice is not  
24 fully trained because the apprentice did not complete the apprenticeship or because the  
25 apprenticeship program did not comply with the rules of this Title. The Director shall give  
26 written notification to the sponsor and individual of the decision not to issue the certificate  
27 of completion and the reason(s) for the decision.

28 (c) Upon request of a sponsor, the Director may issue an honorary certificate of  
29 completion to recognize an individual who by training and experience was fully qualified  
30 as a journeyworker prior to the registration of the sponsor's apprenticeship program.

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Title 4 Chapter A. is adopted as follows:

1 History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8

2 Eff: [September 1, 2021](#)

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4 **4A SBCCC 100.12 – Suspension During Union Activity**

5 (a) Whenever the Director is on notice that a notice of election has been filed with the  
6 appropriate governmental agency or that a union has called a strike or is subject to a  
7 lockout, the Director shall order that the division shall suspend communications with any  
8 representative of the employer or the union on the subject of registration or revision of an  
9 apprenticeship program or agreement, except that the division may provide information  
10 regarding apprenticeship programs in general to the representative, until such time as the  
11 results of the election are certified by the appropriate authority or the strike or lockout is  
12 ended.

13 (b) The Director is on notice that a notice of election has been filed whenever a copy of  
14 the notice of election has been received by the Director at the address of the division.  
15 The Director is on notice of a strike or lockout whenever actual notice is provided of the  
16 strike or lockout.

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18 History Note: Authority G.S. 115D-11.6; 115D-11.7; 115D-11.8

19 Eff: [September 1, 2021](#)

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