



For Apprenticeship Registration with  
Kansas Office of Apprenticeship

## Affirmative Efforts Plan

Created By

\_\_\_\_\_  
Name of Registered Apprenticeship Program sponsor (RAP)

This template may be adopted by Apprenticeship Sponsors to satisfy the Affirmative Action plan requirements under Code of Federal Regulations (CFR) Title 29A, Part 30. Any Apprenticeship Sponsor can supply its own plan or supplement this template, but all affirmative action plans must comply with CFR Title 29A, PART 30. This template was approved by the Kansas Apprenticeship Council on 12/22/2022.

[The following must be completed by all Registered Apprenticeship Programs.]

### **Equal Opportunity Pledge**

*Per the Department of Labor, CFR Title 29A, PART 30 revised “Equal Employment Opportunity in Apprenticeship and Training,” which states:*

We 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. We 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.

Sponsor Signature	Date
Type/Print Name	

### **Affirmative Efforts Plan**

[The following must be completed by all Registered Apprenticeship Programs.]

To ensure equal employment, diversity, and inclusion opportunities, (RAP name) \_\_\_\_\_ is committed to executing affirmative efforts in recruitment, hiring, training, employment, and all other aspects of our Apprenticeship Program and to complying with the applicable apprenticeship regulations.

1. We will announce apprenticeship opportunities when they are available to all organizations in the area from which we recruit that can potentially reach anyone who might be eligible for the apprenticeship position, such as:
  - i. Registration agencies
    - (1) Kansas Works website: <https://www.kansasworks.com/>
    - (2) Federal DOL Apprenticeship site: <https://www.apprenticeship.gov/list-your-apprenticeship-jobs>
  - ii. Local training providers including K12 schools, higher education, and pre-apprenticeship programs
  - iii. Local Workforce Boards
  - iv. Community organizations and buildings
  - v. Community publications and local newspapers
  - vi. Any outside agency or organization
  
2. We may participate, when necessary, in various outreach opportunities to optimize diversity and inclusion, such as annual workshops, job fairs, and community outreach programs targeted at underrepresented groups, and advertise all openings for our program in social media, job-search engines, and other wide-circulation media in our recruitment area(s) that specifically serve or target underrepresented populations.

3. We may, when available, work with K12 school systems, higher education organizations, community organizations, and other training providers to develop or expand programs that are targeted at preparing people from underrepresented groups to meet the criteria for entry into our apprenticeship program.
4. We will intentionally foster acceptance, understanding, and support among program members, including supervisors, employees, apprentices, and applicants by posting the EEO Pledge, providing information about the RAP's commitment to EEO to apprentices and those who work with them, and providing anti-harassment training to apprentices and those who work with them.
5. We will create and use a standard application form for all interested apprentice applicants which incorporates self-identifying questions including, but not limited to race, ethnicity, and sex. We will ensure that this information is entered in the Registered Apprenticeship Partners Information Database System (RAPIDS) for those individuals who are selected to become an apprentice.
6. We will invite all apprentices to disclose whether they have a disability as defined in 29 CFR 30.2 using the [Voluntary Disability Disclosure Form](#) approved by the White House Office of Management and Budget; renew that invitation annually; and include the Voluntary Disability Disclosure Form in our standard application form (see step 6).
7. We will utilize the RAPIDS utilization analysis tool to analyze race, sex, and ethnicity as described in 29 CFR 30.4(c) to assess whether barriers to apprenticeship exist for particular groups of individuals for each major occupation group within the apprenticeship program. If necessary, we will implement utilization goals to measure the effectiveness of our outreach, recruitment, and retention efforts.
8. If the percentage of apprentices in any major occupation group who are qualified individuals with disabilities is less than 7 percent, we will assess whether impediments to equal opportunity for such individuals with disabilities exist.
9. If our utilization of any of the targeted groups is below our goal for that group (as determined under step 7 of this affirmative effort plan), or if we find (under step 8) impediments to opportunity for individuals with disabilities, we will undertake targeted outreach, recruitment, and retention activities that are likely to generate an increase in applications of apprenticeship and improve retention of apprentices from any targeted group(s) and/or from individuals with disabilities. Such activities will include at least:
  - i. Those found in section 1, 2 and 3 of this affirmative effort plan;
  - ii. Evaluating and documenting after every selection cycle for registering apprentices the overall effectiveness of such activities; and
  - iii. Maintaining records of the targeted outreach, recruitment, and retention activities and records related to our evaluation of these activities.
10. We will conduct an annual and comprehensive review of all aspects of our apprenticeship program to ensure the program is operating free of discrimination and to make any necessary modifications to the program to ensure compliance with 29 CFR Part 30.