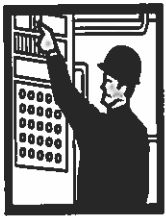


INTERNATIONAL UNION SKILLED TRADES DEPARTMENT



UAW Journeyman Card Processing Handbook

GARY CASTEEL
SECRETARY-TREASURER AND DIRECTOR
UAW SKILLED TRADES DEPARTMENT

The following handbook is to assist Local Unions and Regional Journeyman Card Committees in the gathering of proper documentation, in order to more efficiently process Journeyman Card applications.



POLICY ON JOURNEYMAN CARD PROCESSING

A sample copy of the "Application for UAW Journeyman Card" is attached (Exhibit I) for your information. This form is designed to promote efficient processing of applications. Please note that this form is divided into three sections. The top section is to be completed by the applicant, the middle section is to be completed by the Regional or Sub-Regional Journeyman Card Committee to record their disposition of the application, and the lower section is to be used to record the final disposition of the UAW Skilled Trades Department.

The reverse side of the application incorporates a listing of the apprenticeable and single-purpose classifications which reflect the decisions of the International Executive Board. Procedural advice to the applicant also appears on the reverse side of the form.

Please note, however, the statement in bold type, in the applicant section of the form, specifying that the journeyman card is the property of the International Union, UAW and may be revoked for good and sufficient reasons, including failure to maintain membership in good standing while working in a UAW plant. The applicant's signature will be considered to be receipt of notice of this condition.

In addition, you will note that the signature of the financial officer testifies only to the fact of the applicant's good standing status in the Local Union as of the date of application. Good standing is determined in accordance with the UAW Constitution and can be achieved either by payment of dues or, if laid off, by "out of work" status. Likewise, the signature of the Local Union officer, committeeperson, or steward is intended to verify only that the applicant is an employee in the plant.

Work records of employment must be on company letterhead stationery. The signature of a Local Union officer, committeeperson or steward must appear on these records from UAW plants. Work records from plants not organized in the UAW must be notarized. Union signatures and notarization of employment records affirm the authenticity of the applicant's work record. **It is the policy of the Skilled Trades Department, that when computer generated work letters are submitted, they must be accompanied by W-2s for positive verification.**

Assembly of Applications

Applications must be assembled in the same fashion, regardless of the Region or their origin, for purposes of checking and filing. Assemble as follows:

Two copies of application form, current work letter, apprenticeship papers (if applicable) and chronological order of other work letters. Place the picture in a small envelope and paper clip (do not staple) to the application assembly.

Picture

One picture is required. It must be of **passport quality type** (this means a front view with a plain, light background). It **must** be **1" x 1¼"** and rectangular in shape (use a paper cutter to maintain right angle cuts). It **must** be on single weight paper. The back of the picture should contain the applicant's name written **lightly** in pencil so that we can identify it with the application.

Memo and Mailing

Prepare a memo listing the applications and mail to:

International Union, UAW
Skilled Trades Department
8000 E. Jefferson Avenue
Detroit, MI 48214

It is necessary that the above rules be followed **explicitly** in order to expedite the processing of journeyman cards.

It is very important that a complete and accurate file of the application and the supporting work records and documents be maintained in a permanent file at the Regional or Sub-Regional office level. While a duplicate of these records must be sent, as indicated below, to the UAW Skilled Trades Department, the supportive documents sent to the department will be returned to the Region or Sub-Regional office to replace the duplicate file, once the application has been approved by the Skilled Trades Department. We will depend entirely upon the permanent supporting records maintained at the Regional or Sub-Regional offices. The Skilled Trades Department will maintain a computer file of the journeyman card only.

Apprentices prior to Graduation

Apprentices may apply for a UAW journeyman card prior to graduation if they have completed at least 7,300 hours of work (not to include related instruction) in an apprenticeship program that has been approved by the UAW Skilled Trades Department.

The procedure to be followed will be the same as outlined in this memo for the processing of "UAW Journeyman Cards" for journeyworkers, with the exception that the employment record must be on company letterhead stationery and indicate that the apprentice has completed at least 7,300 hours of work. It must be verified by a Local Union officer, committeeperson or steward as indicated in points 5(a) and 5(b) of the procedure rules that are printed on the reverse side of the application.

The UAW Skilled Trades Department will not issue the journeyman card until they have received notification, on company letterhead and verification by the Local Union, that the apprentice applicant has completed the apprenticeship program. This verification must be submitted to the above address.

CHECK SHEET FOR APPLICATIONS

1. Application Form

- Two copies of application form filled out completely with applicant's signature.
- Good standing in UAW - financial officer's signature on application form.
- Current work records - Local officer or committeeperson's signature on application form and on current work letter.

2. Photographs

- One passport quality photograph of applicant (1" x 1¼").

3. Work Letters

- Must show eight years proof of experience at the trade or 8,000 hours of apprenticeship documents.
- Two copies of each work letter on company letterhead, with specific dates of employment and classification held. The work letter must be dated and signed by company representative
- UAW shop letters must be verified as accurate by the signature of an officer, committeeperson or steward of the Local Union at the place of employment. Give office held and date verified.
- Work records from present employer must be current, no more than 30 days old from the time it is received at the Regional office.
- Where more time has elapsed, the letter may be updated when verified by the Local Union (within reason, of course).
- Work record must give the applicant's current status, such as: Currently working in a UAW plant, on layoff with recall rights, on sick leave with return rights or retired.
- Credit is not given for self-employment time unless verified by self-employed IRS records or notarized affidavits.
- Non-UAW shop letters: Company official's signature must be notarized. If the letter is not notarized, the following affidavit may be typed on or affixed to the original letter and signed by the applicant in front of a notary - *"I swear that I obtained this letter from the person whose signature it bears and, to the best of my knowledge, the contents are true."*
- Foreign work letters must be translated by a source approved by the Skilled Trades Department. Two copies of original and translated letters must also be submitted with application.
- Letters or journeyman cards from other Unions are not accepted as proof of time in the trade.
- Time at trade school is not credited as time in the trade.

- Experience gained in military service may be used to substantiate journeyman status, provided the applicant can produce detailed records showing experience at the trade. Discharge certificate is not sufficient. To obtain military personnel records, write to:

Military Personnel Record Center, TAGO
9700 Page Boulevard
St. Louis, Missouri 63132

- The "5 & 3 Rule" is a rule that applies for all related classifications.
- Multiple employment time is creditable. Letter must give hours worked, as well as dates and classifications. If both jobs are skilled, give credit that creates the most time without duplicating time.

4. Apprentice Graduates

- Two copies of Certificate of Graduation.
- Non-UAW apprenticeships must be submitted with two copies of the Certificate of Graduation; breakdown of shop training and breakdown of related training. These must be comparable to the standards for UAW apprenticeships.
- Apprenticeship breakdowns can be obtained from the employer (in a form which complies with the rules for letters), from the U.S. Department of Labor, Office of Apprenticeship in your area or other government offices which handle that particular apprenticeship registration.
- Where apprenticeships do not meet UAW standards, they can usually be credited as time in trade toward the 8-year requirement.
- Foreign apprenticeships must meet or exceed UAW standards of 8,000 hours of on-the-job training and 576 hours of related instruction.

5. Reclassifications

- Any applicant who was previously issued a journeyman card for one classification or trade and wants a different trade or classification, may do so provided the classifications are related. Please provide the same information as a new applicant, and return the previously issued journeyman card.

6. Lost or Mutilated Card Replacement

- Normal application form not required.
- One F-4 Form filled out with all signatures.
- One passport size photograph of applicant (1" x 1-1/4").
- Return of the mutilated card.

7. Regional Card Committees

- Applications and communications must be forwarded to the Regional Card Committee.
- In cases where the guidelines cannot be met, it is best to communicate your problems in writing to the Regional Card Committee when you send the application to the Regional Office.

PROTEST AND APPEAL PROCEDURE

The following procedures outline the method of protest and appeal to be followed by a member who feels a denial of a UAW Journeyman Card was improper. This procedure is in compliance with the Constitution.

Method of protest and appeal when an applicant has been rejected by the Region Card Committee, or when an applicant has been approved by the Region Card Committee and rejected by the Skilled Trades Department.

- STEP 1**
- a. The appeal must be made within 30 days of the date the applicant received the Rejection Notice from the Assistant Director or his/her representative.
 - b. The letter of appeal must be sent to:

**International Union, UAW
Skilled Trades Department
Attention: Coordinator
8000 East Jefferson Avenue
Detroit, Michigan 48214**
 - c. The letter must give the reason(s) for appeal.

The Assistant Director, upon receiving the appeal, will appoint a three-person Appeal Committee. Members of this Committee consist of those skilled staff members best qualified to review the specific skills involved, as determined by the Coordinator. The Committee must answer the appeal within 30 days of receiving it.

- a. Should the Appeal Committee uphold the appeal, the card will be issued and a letter sent to the Regional Skilled Trades Coordinator and Region Card Committee, giving the reason(s).
- b. Should the Appeal Committee reject the appeal, a letter will be sent to the appellant, giving the reason(s).

Should the appellant wish to further appeal:

- STEP 2**
- a. The appeal must be made within 30 days of the date the appellant received the^d Rejection Notice from the Assistant Director.
 - b. A letter of appeal must be sent to:

**International Union, UAW
Attention: President
8000 East Jefferson Avenue
Detroit, Michigan 48214**
 - c. The letter must give the reason(s) for appeal.

The International President shall review the member's appeal and make a decision regarding the member's appeal.

There shall be no further appeals.

In all steps of the above procedure, consideration shall be limited to the application and the evidence submitted to support the application. Should the applicant submit new evidence or additional information, the application shall be remanded back to the step of rejection for reconsideration.



SAMPLE UAW WORK RECORD WITH VERIFICATION

(letterhead)

ANYTOOL COMPANY Anytown, USA

June 10, 2014

To Whom It May Concern:

John Doe, Social Security Number XXX-XX-1234, worked for the Anytool Company in the classifications and periods listed below:

		<u>Classification</u>
05/05/80 (Hired)	to 12/05/85	Toolmaker
12/06/85	to 04/03/87	Tool Lathe Operator
04/04/87	to 09/15/93	Tool & Diemaker

Sincerely,

Paul Personnel
Employment Manager

The above is a true work history.

Ray Roe
Skilled Trades Committeeman
UAW Local 000

Date

SAMPLE NON-UAW WORK RECORD AFFIDAVIT FORM

(letterhead)

ANYTOOL COMPANY Anytown, USA

June 10, 2014

To Whom It May Concern:

John Doe, Social Security Number XXX-XX-1234, worked for the Anytool Company in the classifications and periods listed below:

			<u>Classification</u>
05/05/83 (Hired)	to	12/05/91	Maintenance Dept

Sincerely,

Paul Personnel
Employment Manager

I swear that I secured the letter to which this is affixed from the employer whose signature it bears and that the contents are true, to the best of my knowledge.

Applicant's Signature

Subscribed and sworn to me before me, a notary public, in and for the county of _____
This _____ day of _____, 20 _____.

Notary Signature

My Commission Expires: _____

NOTE: All work letters from non-UAW Companies must give in detail the work involved in the Maintenance Department or other classifications that do not coincide with UAW approved classifications.

August 11, 2008

**SUBJECT: Time Acquired during Multiple Employment
Substantive Evidence of Hours
(Effective July 27, 1967)**

Whenever it is necessary to process a journeyman card that would include time worked during multiple employment (moonlighting), it will be necessary for the applicant to show not only the years he/she worked for the employer but also the number of hours in which he/she worked for the second employer, where he/she served his/her respective trade or Skilled Trades classification.

August 11, 2008

SUBJECT: Name Change for Journeyman Card

A name change **will only be made** when a letter requesting such change is received, plus documentation of the change, i.e. marriage certificate, court order, etc.

August 11, 2008

SUBJECT: Reclassification of Journeyman Cards, Lost or Mutilated
(Effective June 21, 1963)

It shall be the policy of the International Executive Board that a journeyman card holder may have his/her journeyman card changed if he/she is reclassified in his/her plant provided it falls within the category outlined below:

Reclassification must come from the machine tool processes to the bench. For instance, a Tool Machinist A.A. may secure a new journeyman card in the trade of Toolmaker or Diemaker, as the case may be, or a combination of both, provided he/she submits two letters on company letterhead stationery, properly signed that he/she has acquired this new experience by working at the trade three additional years. He/she should fill out the necessary forms. The matter should be processed by the Regional Journeyman Card Committee and **the old journeyman card must be enclosed** and sent to Detroit **before** the Skilled Trades Department will issue a new one.

As a rule, we seldom get requests from individuals holding a Toolmaker journeyman card, who are reclassified to a special purpose machine such as Tool Jig Borer Machinist or any other special purpose machine, but if any individual who is reclassified desires to change his/her card, he/she may do so if he/she has been on the special purpose machine for a period in excess of three years.

Special Note: Please remember that the member will be required to submit one new photograph and the **old journeyman card** before they can be sent to the Skilled Trades Department by your Regional Journeyman Card Committee.

Lost or Mutilated Journeyman Cards

A member who loses their journeyman card or whose card has become mutilated may obtain a new journeyman card by following these instructions and submitting the following items to their Regional Journeyman Card Committee:

- a. **Form F-4** - Sample Exhibit II. Member is to fill out completely all information listed on the form, including signatures of designated Union Officers.

Copies of Form F-4 are available through the Regional Journeyman Card Committee or by writing:

International Union, UAW
Skilled Trades Department
8000 E. Jefferson
Detroit, MI 48214

- b. **One New Photograph** - (1" x 1¼")
- c. **Return of the mutilated card**

July 11, 2014

Dear Brother/Sister

It has been our pleasure to process your application for a UAW Journeyman Card; however, it has been rejected for the following reason(s) shown below:

- (See "Reasons for Rejection" that follows)

YOU MAY APPEAL THE DECISION. The appeal must be in writing, addressed to the UAW Skilled Trades Department, 8000 E. Jefferson Avenue, Detroit, MI 48214. The appeal must state the reason and be postmarked no later than **30** days after the notice of rejection. All records will be held in the UAW Skilled Trades Department. After that, your application will be returned to the Region or Sub-Region office.

Fraternally,

(Name)
International Representative
UAW Skilled Trades Department

opeiu494

REASONS FOR REJECTION

1. Current work record is required showing that the applicant is employed in a UAW shop.
2. A Local Union Officer or Steward must sign work records.
3. Work records from non-UAW shops must be properly notarized.
4. Work records should show specific dates (hire/termination) and the type of work that is/was performed.
5. Work records do not confirm _____ work.
6. Work records do not show eight (8) years at the trade.
7. Work records must be printed on company letterhead.
8. A Certificate of Completion of Apprenticeship is required.
9. Apprenticeship does not meet UAW standards.
10. Trade does not qualify for apprenticeship under UAW standards.
11. Classification does qualify for an Apprenticeship; however, applicant must provide evidence of eight (8) years at the trade to receive Journeyman card.
12. Original foreign work records must be translated.
13. Apprenticeship has been served under an agreement other than the UAW agreement. Must submit schedule of training, including shop and classroom time.
14. Application is not signed properly or is incomplete.
15. Military record is not detailed sufficiently and is not creditable for Journeyman card purpose. See Rule #8 on Procedure.
16. A list of specific machines operated and the normal amount of time worked on each machine is required.
17. Plant is not listed as a location in compliance with UAW guidelines and approved by the Skilled Trades Department through a Plant Entry, which will review the classification that you requested.
18. Our records show that you have the Journeyman card that you are entitled.
19. Work records do not meet "5 and 3" requirements.
20. Application is being held subject to you submitting information required.
21. Application and records will be held subject to you submitting W2's or other appropriate documentation.
22. Application and records will be held in the UAW Skilled Trades Department for 30 days. If you do not appeal our rejection decision within the 30-day period, your application will be returned to the Region or Sub-Regional office.

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UAW POLICY FOR RECOGNITION OF SKILLED TRADES CLASSIFICATIONS

Requests to the International Union, UAW that classifications be eligible for Skilled Trades journeyman card issuance or for approval of a Skilled Trades Apprenticeship Program for a classification must comply with the following procedure:

1. A member or group of members seeking such recognition of a classification should present such a request to the following address:

UAW Skilled Trades Department
8000 East Jefferson
Detroit, MI 48214

with copies to the Regional Director and to any appropriate national servicing department of the UAW. This request must be accompanied by a statement outlining the reason or reasons why such classification should be so recognized, the history of the classification, the plant(s) in which the classification is known to occur, the industry or industries in which it is known to occur, a detailed description of the work and skill content of the classifications, and a description of the service and/or items produced by such classification. The request should be signed by the member (or in behalf of the members) seeking such recognition.

2. Upon receipt of such request, the Skilled Trades Department will conduct an initial investigation including, if necessary, interviews with members and plant visits. If satisfied that all of the pertinent data has been collected relative to such a request, the Skilled Trades Department shall place the entire file before the International Skilled Trades Advisory Committee (ISTAC) along with any recommendations it considers appropriate.
3. ISTAC shall consider the request and may ask for additional information, if they consider it necessary. ISTAC may conduct hearings, if they consider it necessary, and invite applicants and other interested members or groups within the Union to present testimony appropriate to a disposition of the request. Upon conclusion of any hearings and deliberation, ISTAC shall forward the entire file and their recommendation to the Director of the Skilled Trades Department who will place the matter before the Skilled Trades Subcommittee of the International Executive Board (IEB) for policy determination by the IEB.
4. Following such policy determination, the decision shall be communicated to those members who had requested recognition for the classification and shall be further publicized in any manner determined by the Director of the Skilled Trades Department.

CHECK POINTS

- WORKING OR LAID OFF WITH RECALL RIGHTS OR RETIRED
- GOOD STANDING IN UAW
- TWO COPIES OF APPLICATION
- TWO COPIES OF CERTIFICATE OF BONA FIDE APPRENTICESHIP
- TWO COPIES ON COMPANY LETTERHEAD STATIONERY - DATES HIRE - QUIT - OCCUPATION
- UAW PLANT CURRENT WORK LETTERS SIGNED BY UNION AND MANAGEMENT
- NON-UNION PLANT LETTERS NOTARIZED
- FOREIGN DOCUMENTS TRANSLATED DATED AND NOTARIZED BY APPROVED UAW SOURCE
- MILITARY SERVICE MUST BE SUBSTANTIATED BY SHOWING WORK EXPERIENCE AT THE TRADE
- ONE PASSPORT - TYPE PICTURE 1" X 1-1/4"
- SEE BACK OF APPLICATION FOR EXPLANATION

FOR USE BY SKILLED TRADES DEPT 1

Journeyman Card Number _____

FOR THE INTERNATIONAL UNION SKILLED TRADES DEPARTMENT, UAW COMMENTS

SPECIAL PROBLEMS INVOLVING THE ISSUANCE OF JOURNEYMAN CARDS SHOULD BE REFERRED TO THE SKILLED TRADES DEPARTMENT FOR DISPOSITION.
KEEP THE ORIGINAL OF YOUR PERSONAL WORK RECORDS FOR FUTURE USE.
ALL MATERIAL ACCOMPANYING THIS APPLICATION SHALL REMAIN THE PROPERTY OF THE INTERNATIONAL UNION, UAW AND WILL NOT BE RETURNED TO THE APPLICANT.



ISSUED BY THE SKILLED TRADES DEPARTMENT, INTERNATIONAL UNION, UAW
8000 EAST JEFFERSON AVE., DETROIT, MI 48214 - (313) 926-5421
Gary Casteel, Secretary-Treasurer & Director UAW Skilled Trades Department
Bill Peterson, Coordinator

APPLICATION FOR UAW JOURNEYMAN CARD

PRINT OR TYPE IN INK (DUPLICATE)
INSTRUCTIONS ON REVERSE SIDE

Region _____
Local Union No. _____

Date _____

□	□	□	□
FIRST TWO LETTERS OF LAST NAME	DATE OF BIRTH	MIDDLE	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

NAME
LAST _____ FIRST _____ MIDDLE _____ DATE OF BIRTH _____
ADDRESS _____ APT. NO. _____ CITY _____ STATE/PROV. _____ ZIP CODE _____
PRESENT OCCUPATION _____ HOURLY RATE _____ () _____ HOME PHONE NUMBER _____

I hereby make application for a Journeyman Card in the following trade of classification _____

Name of Current Employer and Plant _____ Address _____ City _____ State/Prov. _____ Zip Code _____

ANY JOURNEYMAN CARD ISSUED IS THE PROPERTY OF THE INTERNATIONAL UNION, UAW; AND MAY BE REVOKED FOR GOOD AND SUFFICIENT REASON, SUCH AS FAILURE TO MAINTAIN MEMBERSHIP IN GOOD STANDING WHILE WORKING IN A UAW PLANT AND FALSIFICATION OF APPLICATION INFORMATION.

APPLICANT IS IN GOOD STANDING IN THIS LOCAL UNION AS OF DATE OF THIS APPLICATION

I VERIFY THAT THE APPLICANT IS AN EMPLOYEE OF THE ABOVE PLANT

I VERIFY THE ABOVE TO BE TRUE

Financial Officer's Signature _____ Signature of Officer, Committeeman or Steward _____ Applicant's Signature _____

SEND COMPLETED APPLICATION TO REGION OR SUB-REGIONAL OFFICE FOR REVIEW AND SIGNATURES

The Regional Committee recommends APPROVAL DISAPPROVAL of a Journeyman Card to the applicant in the following trade classification.

Regional or Sub-Regional Office _____ Address _____ City _____ State/Prov. _____ Zip Code _____
If committee recommends disapproval, list reasons _____

Journeyman Card Committee _____ Journeyman Card Committee _____

APPROVED _____

SIGNATURE FOR THE SKILLED TRADES DEPARTMENT _____ DATE _____

TO BE COMPLETELY FILLED OUT BY APPLICANT

TO BE FILLED OUT BY REGIONAL JOURNEYMAN CARD COMMITTEE

APPROVED UAW SKILLED TRADES AND CLASSIFICATIONS

BASIC TRADES

*1 Air Conditioning and/or Refrigeration Mechanic	*9 Diecast Diemaker and/or Die Mouldmaker	*17 Industrial Truck Repairer	26 Plasterer	30 Rigger
*2 Auto Body Repairer	*10 Diemaker	*18 Industrial Welder	*27 Powerhouse Mechanic	*31 Sewing Machine Repairer
*3 Automotive Mechanic	*11 Diesel Mechanic	*19 Jobbing Molder and/or Jobbing Coremaker	28 Printing Trades	*32 Sheetmetal and/or Tinsmith
*4 Blacksmith	*12 Die Sinker	*20 Machine Repairer	12 (a) Printer Letter	*33 Stationary Engineer
5 Boilermaker	*13 Electrician	*21 Metal Modelmaker	13 (b) Paper Cutter	*34 Tool and Diemaker
6 Bricklayer	*14 Flight Line Mechanic	*22 Metal Patternmaker	14 (c) Letter Pressman A.A.	*35 Tool Hardener
7 Cabinetmaker	(a) Mechanical	*23 Millwright	15 (d) Printer Offset A.A.	*36 Toolmaker
*8 Carpenter	(b) Electric/Electronics	*24 Painter/Glazier	16 (e) Offset Pressman A.A.	*37 Wood Modelmaker
	*15 Hydraulics	*25 Pipefitter-Plumber-Steamfitter	*29 Pyrometer & Instrument Repairer	*38 Wood Patternmaker
	*16 Industrial Photographer			*39 Waste Water Treatment Technician

* UAW APPRENTICEABLE CLASSIFICATIONS

ASSOCIATED CLASSIFICATIONS

1 Boiler Operator	9 Metal Spinner (Prototype)	(h) Printer Offset (Cameraman)	30 Tool Planner Machinist
2 Die Fitter and Barber	10 Modelmaker Plaster and/or Plastics	(i) Printer Offset (Platemaker)	31 Tool Radial Drill Machinist
3 Die Tryout	11 Office Equipment Repair	(j) Printer Offset (Stripper)	32 Tool Shaper Machinist
4 Gaugemaker	12 Printing Trades	13 Punch Finisher	33 Tool Turret Lathe Machinist
*5 Gear Shaper and Grinder	(a) Printer Letter (Compositors)	14 Templatemaker-Tool & Die	34 Trailer Repairer
Experimental and Prototype	(b) Printer Letter (Linotype)	15 Tool Boring Machinist	35 Welder Fixture Repairer**
6 Hand Engraver	(c) Printer Letter (Stoneman)	*16 Tool Cutter Grinder	36 Welders
7 Industrial Equipment Technician	(d) Letter Pressman (Vertical)	17 Tool Grinder Machinist A.A.	(a) Welder - Maintenance & Construction
8 Inspectors	(e) Letter Pressman (Horizontal)	18 Tool Grinder Machinist-External	(b) Welder - Tool and Die
*(a) Layout Inspector	(f) Letter Pressman (Wraparound)	19 Tool Grinder Machinist-Internal	37 Roll Turning/Grinder
*(b) Tool Inspector	(g) Letter Pressman (Platen)		
*(c) Tool Layout Inspector A.A.			

**WELDER FIXTURE REPAIR CARDS ISSUED AT PLANT LOCATIONS IN COMPLIANCE WITH UAW GUIDELINES AND APPROVED BY SKILLED TRADES DEPARTMENT
 APPRENTICESHIP APPROVED FOR THESE LOCATIONS ONLY. * UAW APPRENTICEABLE CLASSIFICATIONS

ENGINEERING - DEVELOPMENT AND EXPERIMENTAL TRADES AND CLASSIFICATIONS

*1 Auto Body Developer (Plaster, Plastic or Clay) (Please Specify)	*4 Electronic Technician	12 Metrology
2 Designers	*5 Experimental Product Engineering Layout and Assembly	(a) Metrology Technician (Electric and Electronic)
*(a) Diecast Die Designers	*6 Experimental Engineering Test Technician	(b) Metrology Technician (Mechanical)
*(b) Die Designer	*7 Experimental Laboratory Paint Technician	(c) Metrology Technician (All Around)
*(c) Electrical Designer	*8 Experimental Trimmer	*13 Model Builder (Wind Tunnel)
*(d) Product Designer	9 Instrument Maker (Electric or Electronic)	14 Painter/Designer/Aircraft
*(e) Tool Designer	10 Instrument Maker (Mechanical)	*15 Sheetmetal Experimental and/or Development
(f) Tool and Die Designer	11 Metallurgical Technician	*16 Welder A.A. Experimental
3 Draftsman Developmental Layout (Blank and/or Equipment)		* UAW APPRENTICEABLE CLASSIFICATIONS

PROCEDURE FOR APPLICANTS REQUESTING UAW JOURNEYMAN CARDS

- Application forms are available at all UAW Regional and Local Union Offices.
 - Application forms must be filled out completely, printed in ink or typewritten and in duplicate (except for signatures). Two Union Officers' signatures required in addition to applicant's signature.
 - Any Journeyman Card issued is the property of the International Union, UAW and may be revoked for good plant or on layoff with recall rights.
 - Applicant must be a member in good standing in the UAW.
 - Applicant must have two completed application forms PLUS
 - Two copies of current work record on Company letterhead stationery from a Company under contract with the UAW attesting to the authenticity of the work record. The officer, steward or committeeperson or STEWARD number, date and office held next to his signature.
 - Work records from UAW plants must be verified by a LOCAL UNION OFFICER, COMMITTEEPERSON or STEWARD accompanied with W-2's or Social Security Statement of Employers and Earnings information.
 - Work records from plants not organized in the UAW must be notarized and computer generated work letters must be accompanied with W-2's or Social Security Statement of Employers and Earnings information.
 - In the case of Apprentice Graduate, two copies of a certificate of completion of a bonafide apprenticeship. If the apprenticeship was served under an agreement other than a UAW agreement, two copies of a schedule of training from shop and school must be submitted.
- (e) Applicants that are non-apprentice graduates are required to submit work records in duplicate from each individual employer on Company letterhead stationery signed by a Company official and designating the specific type of work performed and the dates of such work performance that confirms eight years at the trade or classification.
- (f) One passport type picture, 1" x 1-1/4", EXACT SIZE NECESSARY, of good quality on a single weight paper.
- Applicants submitting foreign papers to substantiate journeyman status must have the original foreign language papers translated by a source approved by the Skilled Trades Department of the International Union, UAW and must submit two copies of the foreign language papers and two copies of the translation.
 - Copies must be completely legible to be acceptable.
 - Experience gained in military service may be used to substantiate journeyman status provided the applicant can produce detailed records showing experience at the trade. Discharge certificate is not sufficient (DD-214).
- To obtain military personnel records, write to:
- MILITARY PERSONNEL RECORD CENTER, TAGO
 9700 PAGE BOULEVARD
 ST. LOUIS, MISSOURI 63132
- CANADIAN SERVICE RECORDS
 DEPARTMENT OF NATIONAL DEFENSE
 OTTAWA, ONTARIO, CANADA K2P 0G3

UAW JOURNEYMAN CARD Replacement Form

(PLEASE INCLUDE 1" X 1 1/4" PHOTOGRAPH)

DATE _____

PLANT _____

LOCAL UNION NUMBER _____

REGION _____

NAME _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____

Says that the journeyman card was lost/mutilated. The Card No. is _____

and was issued approximately _____ for the classification of
(year)

_____ .

**It is to be understood that the mutilated card shall accompany this application.
Furthermore, if a card has been lost and is recovered it is to be returned to the
UAW Skilled Trades Department of the International Union.**

Social Security Number

Applicant's Signature

As of this date, member is in good standing in the local union.



Financial Officer's Signature

I verify that the member is an employee of the above plant

Committeeman or Steward

F4 Form