



**Lake Area Technical College**  
**REGISTERED APPRENTICESHIP**

**EQUAL EMPLOYMENT OPPORTUNITY  
PROGRAM**

July 2022



## Nondiscrimination Statement

Lake Area Technical College does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, and genetic information in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Diane Stiles, Vice President, PO Box 730, Watertown, SD 57201  
605.882.5284 x 225

For further information on notice of nondiscrimination, visit <https://wdcrobcolpo1.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

## GEPA (General Education Provisions Act) 427

Lake Area Technical College recognizes the importance of equitable access to, and participation in, federally assisted programs for students, teachers, and other program beneficiaries with special needs. Potential barriers that can impede equitable access to and participation in these programs include race, color, national origin, religion, sex, disability, age, sexual orientation, and/or genetic information.

Individuals who are members of special populations will be provided with equal access to enrollment and placement in educational programs available to individuals who are not members of special populations, including specific courses, apprenticeships programs, and to the extent practicable, comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations.

Descriptions of the steps Lake Area Technical College will employ to overcome these barriers are as follows:

1. Ensuring accessibility of facilities and programs for all students by eliminating natural barriers for the enhancement of mobility and accessibility.
2. Staff Development activities to increase staff capacity to alleviate barriers to access.
3. Providing academic adjustments and modifications in curriculum and instruction, such as providing large print materials and materials in other languages.
4. Equipment adaptation to ensure special populations students can use equipment appropriately.
5. Provide auxiliary aids for students with impaired sensory, manual or speaking skills.
6. Consulting with disability service experts from the SD Division of Vocational Rehabilitation Services, DakotaLink, Disability Rights South Dakota, and others.
7. Reaching out to community leaders who have established relationships with marginalized populations to promote our services and meet identified needs.
8. Conducting periodic internal program reviews in which consideration is given to identify barriers to access in program design and implement reasonable efforts to eliminate such barriers.

## 29 CFR § 30.11

1. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, and genetic information with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).
2. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.
3. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
4. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.
5. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

## Affirmative Steps to Ensure Equal Employment Opportunity

Descriptions of the basic steps Lake Area Technical College will undertake to eliminate confusion as to what EEO compliance looks like are as follows:

1. **Assigning responsibility to an individual to oversee EEO efforts.** *The following position has been designated to handle inquiries regarding the nondiscrimination policies:  
Diane Stiles, Vice President, PO Box 730, Watertown, SD 57201  
605.882.5284 x 225*
2. **Internally distributing the EEO policy as well as conducting orientation and information sessions for apprentices regarding the EEO policy.** *The Apprenticeship Coordinator will conduct an orientation and information session for apprentices regarding the EEO policy at the start of the program. This shall include the [Anti-Harassment Training presentation](#). The EEO policy will be disseminated and reviewed at this meeting. Employers providing on-the-job training will be given the Equal Employment Opportunity Pledge fillable poster to display at the work site.*

3. **Conducting outreach and recruitment and providing notice about apprenticeship openings to community-based organizations, schools, and other groups that represent diverse populations and who can help increase apprenticeship applications from those populations.** *The Lake Area Tech Admissions team will share apprenticeship program information and materials during school visits & career fairs, while conducting on-campus events & tours, and when participating in community activities. The registered apprenticeship website will be maintained and updated with apprenticeship openings. The Apprenticeship Coordinator will continue regular communication with the local SD Department of Labor and Regulation local office, Northeast Technical High School, and the Watertown Development Corporation providing notice of apprenticeship openings.*
4. **Keeping the workplace free from harassment, intimidation, and retaliation, which includes anti-harassment training and maintaining procedures for handling and resolving complaints.** *Lake Area Tech recognizes that there may be conditions that are in need of improvement and that students, employees, apprentices, and external constituents should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. The Complaint Procedure is shared with all staff during Tech Team meetings and is available on our website <https://www.lakeareatech.edu/campus-life/file-a-complaint>*