

# WE ARE YOUR DOL



## Apprentice Training Program Registration Agreement

Revision

Nature of Change: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

State Use Only
AT Sponsor No.
ATP Code
Effective Date of AT Program

1. Name of Sponsor: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
 (number & street) (city) (state) (zip code) (county)
3. Actual Address: \_\_\_\_\_  
 (number & street) (city) (state) (zip code) (county)
4. Telephone No.: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax No.: \_\_\_\_\_
5. E-mail Address: \_\_\_\_\_
6. Trade/Occupation: \_\_\_\_\_
7. No. Employees: \_\_\_\_\_ No. Apprentices: \_\_\_\_\_ No. Journeyworkers: \_\_\_\_\_ 8. Ratio: \_\_\_\_\_
9. DOT Code: \_\_\_\_\_ 10. Length of Program: \_\_\_\_\_ months
11. Apprentice Probationary Period: \_\_\_\_\_ 12. Work process: Standard  or Revised
13. Minimum Journeyworker Rate: \$ \_\_\_\_\_ per \_\_\_\_\_ 14. Effective Date of Wages: \_\_\_\_\_
15. Apprentice wage progression for each period – in months (M) or hours (H)

	1	2	3	4	5	6	7	8	9	10
Months (check):	M <input type="checkbox"/>									
Hours (check):	H <input type="checkbox"/>									
No. of Months/Hours: Wage rate: <i>or</i> , percentage of the journeyworker rate:										

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Official Sponsor Representative

18. \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Union Representative

\_\_\_\_\_  
 Print Name and Title

\_\_\_\_\_  
 Print Name, Title, and Union Name

19. \_\_\_\_\_ Date \_\_\_\_\_  
 Signature New York State Department of Labor

## Provisions for Agreements

1. The Sponsor agrees that apprentices shall be hired without any direct or indirect limitation, specification or discrimination as to race, color, religion, national origin, sex, disability, marital status, age, arrest record, or veteran status.
2. If the Sponsor grants advance credit or standing for previously acquired experience or training, the Sponsor agrees to apply the same evaluation method uniformly for all apprentices.
3. The Sponsor agrees to post, in a conspicuous place, a copy of the Regulation (600. 12) dealing with the Equal Employment Opportunity complaint procedure, and to bring its provisions to the attention of all apprentices.
4. The Sponsor agrees to follow and comply with the approved Work Process, the Equal Employment Opportunity in Apprenticeship Training Part 600 Regulations, and the Regulations Governing the Registration of Apprenticeship Programs and Agreements, Part 601.
5. The Sponsor agrees to provide competent supervision of worksite training and adequate facilities to train apprentices.
6. The Sponsor agrees to instruct apprentices in safe and healthful work practices and agrees to ensure that training is provided in facilities and other environments that are in compliance with the safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, and the Public Employees Safety and Health Act of the New York State Labor Law Article 2; Section 27-A.
7. The Sponsor agrees to evaluate the progress of all apprentices at least every six months, including job performance.
8. The Sponsor agrees to pay all apprentices a progressively increasing scale of wages as indicated on the front side of this form.
9. The Sponsor agrees to pay no less than the minimum journeyworker rate to each apprentice who completes the apprentice program and becomes eligible to receive a state Certificate of Completion.
10. The Sponsor recognizes that prevailing wage rates for Public Work projects are set by designated government agencies and the wages listed in this program do not supersede or replace the wage rates set by those agencies.
11. The Sponsor agrees that the Department of Labor may recognize successful completions of apprenticeships by awarding State Certifications of Completion and agrees to accept presentation of the certificate as documentation of journeyworker status.
12. The Sponsor agrees to maintain records for each apprentice including but not limited to: job assignments, promotion, demotion, lay-offs, terminations, rates of pay, progress in training as outlined on the Work Processes, any other records pertinent to a determination of compliance with Article 23 of the Labor Law and in compliance with Apprenticeship Regulations, Part 600 and 601.
13. The Sponsor agrees to promptly record, maintain and submit to the Department of Labor all records concerning apprenticeship as may be required by the Department of Labor.
14. The Sponsor agrees that all program modifications, revisions or reports will be submitted to the Department of Labor within 30 calendar days of such program change or the report request.
15. The Sponsor agrees to promptly notify the Department of Labor of all apprentices who have successfully completed an apprenticeship program.
16. The Sponsor agrees not to subvert the program by hiring workers as helpers, shophands, or other titles and assigning to them work generally performed by apprentices.
17. The Sponsor recognizes that, if it is without an apprentice for a period of twelve months, that the program will be deemed deregistered unless it has been granted Inactive Status or is a program operated by a NYS agency.
18. The Sponsor agrees to comply with, and hold all signatories to, the standards in this Apprenticeship Training Program Registration Agreement.
19. The Sponsor agrees to ensure that each of their apprentices will maintain a record that documents task rotation and the skills acquired through the program in a format that is approved by the Department of Labor. The apprentice's Blue Book is considered an acceptable format.