

**R E G I S T E R E D**  
**APPRENTICESHIP**  
*IN NEW YORK STATE*

**WE ARE YOUR DOL**



Department  
of Labor





## WELCOME TO APPRENTICESHIP IN NEW YORK STATE!

Apprenticeship training produces skilled workers through a combination of structured on-the-job training with a skilled trainer and trade-specific classroom instruction. Programs are conducted by employers, groups of employers and jointly by employers and unions.

Apprentices are full-time paid employees who produce high-quality work while they learn skills that enhance their employment prospects. They are paid on a graduated scale; this assures that salary reflects the degree of skill achieved.

To meet the 21st Century needs of businesses, New York State is expanding registered apprenticeship programs into emerging and expanding industries like Advanced Manufacturing, Information Technology, Agriculture, Hospitality and Health Care.

## FAST FACTS ABOUT REGISTERED APPRENTICESHIP IN NEW YORK STATE

### MYTH

Apprenticeship programs are only for union construction trades.

### FACT

40% of apprenticeship programs are in emerging fields like IT, healthcare and advanced manufacturing.

### MYTH

Apprenticeship programs take years to set up and get approved.

### FACT

By streamlining the approval process, new programs can typically launch in a matter of months. For an existing trade, the application process will normally be completed within just 90 days. For applications involving creating a new trade, it could take up to 180 days to complete because a job study may be required.

- There are 830 Registered Apprenticeship programs in New York State
  - 504 Construction (197 Union, 307 Non-Union)
  - 326 Non-Construction (95 Union, 231 Non-Union)
- There are 18,000+ active apprentices in New York State in these programs
  - 14,300 Construction
  - 3,700 Non-Construction



## ADVANTAGES OF REGISTERED APPRENTICESHIP PROGRAMS

### PIPELINE

Steady supply of workers, trained without losing valuable production time, and coveted career opportunities for participants.

### COST SAVINGS

Reduced cost for employer and learner, increased efficiency and productivity and reduced turnover.

### QUALITY WORK

Structured and consistent training program leads to a highly skilled workforce.

### HAPPY WORKERS

Increased retention and attendance, workers with no student loans who immediately get a good-paying job and earn while they learn.

### REPUTATION

Earn a reputation of being an industry leader in providing high-quality employment and training opportunities.

### CREDIBILITY

National industry recognition of skills and credentials.

## REGISTERED APPRENTICESHIPS VS. UNREGISTERED PROGRAMS

- Registered Apprenticeships meet national and state standards for education and safety
- Registered Apprenticeships result in a nationally industry-recognized certificate issued by New York State DOL
- New York State DOL conducts job studies and develops training outlines
- Unregistered apprenticeships are maintained by a business; they are not registered, regulated or monitored by a state or federal agency
- Individuals who complete an unregistered apprenticeship may not earn a widely recognized certificate





## WHO OVERSEES APPRENTICESHIP IN NEW YORK STATE?

The New York State Department of Labor, through recognition from the United State Department of Labor, operates as a State Apprenticeship Agency using both programmatic and EEO regulations. The State Education Department has authority over related instruction.

## 8 STEPS TO SPONSOR A NEW YORK STATE REGISTERED APPRENTICESHIP PROGRAM

### STEP 1: CONTACT NEW YORK STATE DOL

Staff will explain the apprenticeship program, how the process works and the regulations involved.

### STEP 2: VISIT

Local apprenticeship staff will visit the place of business, help the employer to complete the application packet and provide any technical assistance.

### STEP 3: SELECT YOUR TRADE

Staff will help determine which trade(s) best suit an employer's needs. Many training outlines are immediately available.

For new trades, staff will conduct a no-cost job study, which is reviewed by the State Apprenticeship and Training Council and approved by the Labor Commissioner.

### STEP 4: SELECT INSTRUCTION PROVIDERS

All instruction providers must be approved by the New York State Education Department. Staff will help an employer meet the requirements.

### STEP 5: AFFIRMATIVE ACTION PLAN

Employers complete an Affirmative Action Pledge (for sponsors with fewer than five apprentices) or the Affirmative Action Plan.

### STEP 6: 30-DAY PUBLIC COMMENT PERIOD

Information about a new program is posted online to ensure transparency. During this time, staff members review applications to ensure applicants are in compliance with labor laws.

### STEP 7: APPROVAL

The approval process takes two to four months, but will vary in length depending on individual circumstances.

### STEP 8: MONITORING VISITS

Local apprenticeship staff will monitor each program twice per year to provide technical assistance and make sure businesses are in compliance.





## TYPES OF APPRENTICESHIP PROGRAMS

### INDIVIDUAL NON-JOINT PROGRAMS

- Programs are sponsored by one employer without a union co-sponsor; the employer is responsible for overall program administration and files an application with the Department of Labor
- Employees may be represented by a union; if they are, the union is given an opportunity to review the program application and provide comments to the Department
- Apprentices can only work for the employer/sponsor

### GROUP NON-JOINT PROGRAMS

- Programs are sponsored by an association or group of employers without a union; the association or group has a Board of Directors or other governing body which acts as the program sponsor
- Employees may be represented by unions; if they are, the unions are given an opportunity to review the program application and provide comments to the Department
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments

### INDIVIDUAL JOINT PROGRAMS

- Programs are co-sponsored by one employer along with a union which represents employees
- Both the employer and union are responsible for overall program administration and file an application with the Department together
- Apprentices can only work for the employer/sponsor

### GROUP JOINT PROGRAMS

- Programs are sponsored by an association or group of employers along with a union by creating a Joint Apprenticeship Committee (JAC); the JAC's membership is made up of an equal number of employer and employee representatives and acts as the program sponsor
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments



## TRAINING APPROACHES

Apprenticeship Regulations permit Registered Apprenticeship training to be delivered by three approaches:

### TIME-BASED APPROACH (TRADITIONAL MODEL)

Includes 2,000 hours minimum of on-the-job training and 144 hours minimum of related instruction per year.

### COMPETENCY-BASED APPROACH

Apprentices complete a minimum of 1,000 hours of on-the-job training in any areas of the training outline. Apprentices register for at least 144 hours of related instruction, but may test out earlier. Apprentices participate until they have shown competency for each skill in the training outline. Competency is demonstrated by both written and hands-on testing.

### HYBRID APPROACH

This is a combination of Time-Based and Competency-Based approaches. Apprentices must complete a minimum of 1,000 hours of on-the-job training, however, this includes a minimum number of training hours for each skill/task prior to testing.

## WHAT IS THE RIGHT APPROACH

It is up to the employer sponsoring the Registered Apprenticeship Program to decide which approach is right for them.

- New York State DOL staff work with potential sponsors to develop the training outlines
- New York State DOL has access to the United States DOL's resources, including the competency-based training outlines developed by the Urban Institute, which can help to expedite the development of the trades
- In cases where no training outline exists, New York State DOL conducts a job study with the potential sponsor and develops a training outline that can be used industry-wide





## EMPIRE STATE APPRENTICESHIP TAX CREDIT

The Empire State Apprenticeship Tax Credit provides tax incentives to certified Registered Apprenticeship program sponsors for registering new qualified apprentices through 2026. For group programs, the tax credit program is also available to the sponsor's approved participating signatory employers.

- This program is focused on demand occupations, excluding construction trades
- Enhanced credits are offered to those who employ disadvantaged youth (age 16-24 at time of enrollment) as apprentices and for those who engage the support of a mentor\*
- Qualified apprentices must be employed full-time (a minimum of 35 hours per week) for at least six months during the tax year

A certified employer is entitled to tax credits against income or franchise tax. For each qualified apprentice, one of two credits is available:

### EMPIRE STATE APPRENTICESHIP TAX CREDIT

1st Year = \$2,000  
2nd Year = \$3,000  
3rd Year = \$4,000  
4th Year = \$5,000  
5th Year = \$6,000

### DISADVANTAGED YOUTH TAX CREDIT

1st Year = \$5,000  
2nd Year = \$6,000  
3rd Year = \$7,000  
4th Year = \$7,000  
5th Year = \$7,000

*\*An additional tax credit of \$500 for each apprentice who is counseled by a mentor for the full calendar year. For more information, email: [ESATC@labor.ny.gov](mailto:ESATC@labor.ny.gov).*



## APPRENTICESHIP EXPANSION GRANT

The New York State Department of Labor has committed up to \$3.8 million to expand New York State Registered Apprenticeship by increasing employment opportunities for approximately 800 apprentices with a focus on underrepresented populations.

- This grant will focus on Advanced Manufacturing, Health Care, Information Technology and other in-demand occupations identified by Regional Economic Development Councils (REDCs) and Local Workforce Development Boards
- Applicants may apply for up to \$300,000 for each award, where up to \$10,000 per apprentice is allowed to cover costs associated with training apprentices
- This funding will cover costs such as related instruction, on-the-job training, books and tools
- Eligible applicants include sponsors or the sponsor's approved participating signatory employers

## APPRENTICE SUNY

In 2016, Former Governor Cuomo announced Apprentice SUNY to expand Registered Apprenticeships for 21st century jobs. Local campuses apply to designated lead campuses for funding to support:

- Related instruction costs
- Industry roundtables
- Creating curriculum for new trades
- Being a competency-based apprenticeship testing center





## CONTACT THE APPRENTICESHIP TRAINING PROGRAM

The State Department of Labor staff can provide, free of charge, complete details and technical assistance in setting up your own apprentice training program.

You may contact an individual program office listed below or call: **800-447-3992**

You may also e-mail: **ATCO@LABOR.NY.GOV**

## FIELD OFFICES

### ALBANY

*Albany, Clinton, Columbia, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington counties*

Building 12, Rm. 450  
State Office Campus  
Albany, NY 12226

**518-457-7745**  
**518-457-4497**

### BUFFALO

*Allegany, Cattaraugus, Chautauqua, Erie and Niagara counties*

290 Main Street  
Mezzanine  
Buffalo, NY 14202  
**716-851-2726**

### HUDSON VALLEY

*Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties*

120 Bloomingdale Road FL 2  
White Plains, NY 10605  
**914-997-1445**

### LONG ISLAND

*Nassau and Suffolk counties*

303 W. Old Country Rd.  
Hicksville, NY 11801  
**516-934-8525**

### NEW YORK CITY

*Bronx, Kings, New York, Queens and Richmond counties*

199 Church Street  
3rd Floor  
New York, NY 10007  
**718-613-3602**  
**718-613-3619**  
**718-613-3601**

### ROCHESTER

*Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates counties*

276 Waring Road  
Rochester, NY 14609  
**585-258-8885**

### SYRACUSE

*Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Schuyler, St. Lawrence, Steuben, Tioga and Tompkins counties*

450 S. Salina Street  
Syracuse, NY 13202  
**315-479-3228**

## ACTIVE APPRENTICESHIP TRADES

Airframe and Powerplant Mechanic/Hybrid	Community Health Worker	Electrical (Outside) Line Worker	Industrial Machinery Mechanic
Alcoholism and Substance Abuse Counselor Aide	Computer Support Technician (Competency-Based)	Electrical Maintenance Technician	Industrial Manufacturing Technician
Auto Body Repairer and Painter	Cook	Electrical Utility Operator	Industrial Truck Mechanic
Automobile Mechanic	Cook (Chef)	Electrician	Instrument Electrical Mechanic
Automotive Service Technician	Counseling Aide (H.I.V./A.I.D.S.)	Electrician (House or Residential)	Instrument/Rodperson
Baker, Retail	Counseling Aide I (Social Living Skills)	Electro-Mechanical Technician	Instrument Mechanic
Boilermaker (Construction)	Counseling Aide II (Social Living Skills)	Electronics Mechanic (CNC Systems Maintenance)	Instrument Technician
Bricklayer, Mason	Data Analyst (Competency-Based)	Electronics Technician (Manufacturing Only)	Insulation and Asbestos Worker
Bricklayer Mason and Plasterer	Design Drafter (Electrical, Mechanical, Hydraulic)	Elevator Servicer Repairer	Iron Worker (Outside)
Building Maintenance Mechanic	Diesel Engine Mechanic	Elevator/Escalator Constructor and Modernizer	Iron Worker (Stone Derrickman and Rigger)
Cabinetmaker	Direct Support Professional (Competency-Based)	Energy Efficiency Technician	Landscape Nursery Manager
Calibration Technician (Electrical/Electronic)	Direct Support Professional (Time-Based)	Fire Fighter	Lather (Carpenter)
Carpenter	Drafter (Architectural)	Fire Fighter/EMT	Lather (Wood, Wire and Metal)
Carpenter (Hybrid)	Drafter (Automotive Product Design)	Furniture Finisher (Painter)	Linoleum, Resilient Tile and Carpet Layer
Carpenter (Heavy/Highway)	Drafter (Mechanical)	Glazier	Linoleum, Resilient Tile and Carpet Layer (Hybrid)
Carpenter (Pile Driver/Dockbuilder)	Drafter (Structural)	Graphic Arts Technician	Lithographic Press Operator (Three Year)
Carpenter (Residential)	Drafter (Tool Design)	Hazardous Material Removal Worker	Locksmith
Cement Finisher or Cement Mason	Dry Wall Taper (Finisher)	Heating, Ventilation and Air Conditioning Mechanic	Machine Builder
Centerless Grinder Machinist	Early Childhood Associate	Hospital (Medical) Coder (Competency-Based)	Machine Repairer
Chemical Laboratory Technician	Electrical Discharge Machine (EDM) - Wire and Sink Programmer /Operator	Industrial Equipment Wirer and Assembler	Machine Tool Builder
CNC Tool and Cutter Grinder			Machinist
Compositor			Machinist (CNC)
			Maintenance Machinist



Maintenance Mechanic (Automatic Equipment)	Painter and Decorator (Structural Steel Bridges)	Plumber (Residential)	Sprinkler Fitter
Manufacturing Engineering Technician	Painter, Decorator and Paperhanger	Plumber and Pipefitter	Stationary Engineer
Marble Carver, Cutter and Setter	Patternmaker (Wood)	Plumber and Steamfitter	Steamfitter
Marine Services Technician	Pipefitter	Pointer, Caulker and Cleaner	Stone Mason
Metal Refinisher	Plant Maintenance—Boilermaker	Police Officer	Systems Engineer
Micro-Computer Repair Technician	Plant Maintenance—Carpenter	Precision Optics Manufacturing Technician	Terrazzo Worker
Millwright	Plant Maintenance—Electrician	Precision TIG (GTAW) Welder	Tile Setter
Model Maker	Plant Maintenance—Electrician/Mechanic	Project Manager	Tile Setter (Three Year)
Model Maker (Rapid Prototype Technician)	Plant Maintenance—Mechanic (Four Year)	Quality Assurance Auditor	Tile, Marble and Terrazzo Finisher
Mold Maker, Die-Casting and Plastic Molding	Plant Maintenance—Mechanic (Three Year)	Radiation Protection Technician	Tool and Die Maker
Moldmaker	Plant Maintenance—Millwright	Refrigeration and Air Conditioning Mechanic	Toolmaker
Motor Boat Mechanic-Inboard/Outboard	Plant Maintenance—Pipefitter	Roofer	Truck Driver, Heavy
Multi-Story Window and Building Surface Cleaner	Plant Maintenance—Plumber and Steamfitter	Scenic Artist	Vacuum Furnace Technician (Manufacturing Only)
Network Administrator	Plant Maintenance—Refrigeration/AC	School Safety Agent	Welder (Industrial)
Network Engineer	Plant Maintenance—Sheet Metal Worker	Screw Machine Set-Up and Operator - Multiple	Welder (Maintenance)
Offset Lithographic Press Operator	Plant Maintenance—Welder	Security Analyst	
Operating Engineer (Grade and Paving Equipment)	Plasterer	Sheet Metal Worker	
Operating Engineer (Heavy Equipment)	Plastic Process Technician	Sheet Metal Worker (Iron Plate)	
Operating Engineer (Universal Equipment)	Plastics Molder	Sheet Metal Worker (Sign Hanger/Rig)	
Ornamental Iron Worker	Plumber	Site Safety Manager	
Packer Mechanic	Plumber (Pump and Tank)	Skilled Construction Craft Laborer	
Painter and Decorator		Small Gas Engine and Equipment Mechanic	
		Software Developer (Competency-Based)	

**WE ARE YOUR DOL**



The New York State Department of Labor is an Equal Opportunity Employer/Program.  
Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.