



New York State
Registered Apprenticeship Training Program
Sponsor Information Sheet and Instructions

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

NYS Department of Labor
Apprentice Training

Section I

JUN 10 2022

- A. Sponsor name: The Arc Erie County New York
- B. Trade(s): Direct Support Professional, Direct Support Supervisor
- C. Type of Apprenticeship Training Program (check one):
 1. ☒ Individual Non-Joint 2. ☐ Individual Joint 3. ☐ Group Non-Joint* 4. ☐ Group Joint (JAC/JATC)*
 *For sponsors of group programs only (3 and 4) – See instructions for signatory list submission information.
- D. Name of entity completing this form: Same as above
- E. Entity completing this form (check one):
☒ Individual Employer/Sponsor ☐ Union ☐ JAC/JATC ☐ Association
☐ Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body
- F. Mailing address: Street: 30 Wilson Road
 City/Town: Williamsville State: NY Zip Code: 14221
- G. Email: [REDACTED] H. Phone: (716) 458-1211 I. Fax: (716) 856-3312
- J. Federal Employer Identification Number (FEIN): [REDACTED]
- K. NYS Unemployment Insurance Employer Registration (ER) Number: [REDACTED]
- L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance?..... ☒ Yes ☐ No
- M. Type of Entity (check one and provide attachments as noted in the instructions):
☐ Corporation ☐ Partnership ☐ Sole-Proprietor ☐ LLC ☐ LLP ☒ Other
- N. How many years has your organization been in business? 70
- O. Within the past five (5) years, have you done business under a different name?..... ☐ Yes ☒ No
 If 'Yes', provide attachments as noted in the instructions.
- P. If this is part of a new program application or if your entity is new to an existing program, within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been a sponsor of, or signatory to, a NYS Registered Apprenticeship Program? ☐ Yes ☒ No
 If 'Yes', provide attachments as noted in the instructions.

Section II

Complete **all** questions, (1 – 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

1. Any conviction for a crime under state or federal law?..... ☐ Yes ☒ No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law?... ☐ Yes ☒ No
3. Any grant of immunity for conduct constituting a crime under state or federal law?..... ☐ Yes ☒ No

** For the definitions of a 'substantially owned-affiliated entity' see the end of Section I in the instructions.

4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement?..... ☐ Yes ☒ No
5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work?..... ☐ Yes ☒ No
6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division?..... ☐ Yes ☒ No
7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation?..... ☐ Yes ☒ No
b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat?..... ☐ Yes ☒ No
8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards?..... ☐ Yes ☒ No
b. If 'Yes', was the violation determined to be willful?..... ☐ Yes ☒ No
9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions?..... ☒ Yes ☐ No
10. Any stipulations, settlement, consent order, or like agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) **other than those covered above**?..... ☐ Yes ☒ No

After completing Sections I and II, you must sign Section III, and have it notarized.

Section III

Certification – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to \$1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

Signature of CEO, Chair, or representative granted legal authority to bind the Entity _____

06/03/2022

Date

Print name and title: Douglas DiGesare

Sworn to me this: 3rd day of June 2022

Signature of Notary Public or Commissioner of Deeds _____

NYSDOL Official Use Only

Field - Receipt Date Stamp

Originals with
DSP Supervisor
application



NYS Department of Labor
Apprentice Training

JUN 10 2022

Central Office



Apprentice Training Program Registration Agreement

Revision ☐Nature of Change: New Program Application

State Use Only

AT Sponsor No.

ATP Code

89547

Effective Date
of AT Program

1. Name of Sponsor: The Arc Erie County New York
2. Mailing Address: 30 Wilson Rd Williamsville New York 14221 Erie
(number & street) (city) (state) (zip code) (county)
3. Actual Address: 30 Wilson Rd Williamsville New York 14221 Erie
(number & street) (city) (state) (zip code) (county)
4. Telephone No.: 1-833-272-3743 Ext. _____ Fax No.: 716-856-3312
5. E-mail Address: [REDACTED]
6. Trade/Occupation: Direct Support Professional
7. No. Employees: _____ No. Apprentices: _____ No. Journeyworkers: 47 8. Ratio: _____
9. DOT Code: 1136867 10. Length of Program: 24 months
11. Apprentice Probationary Period: 6 Months 12. Work process: Standard ☒ or Revised ☐
13. Minimum Journeyworker Rate: \$ 17.00 per Hour 14. Effective Date of Wages: Jan. 1, 2022

15. Apprentice wage progression for each period – in months (M) or hours (H)

1	2	3	4	5	6	7	8	9	10
M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>
H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>
0-2000 hrs	2001-4000								
15.00	16.00	See attached							

Received
Apprenticeship Unit

JUN 2 2022

BUFFALO

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

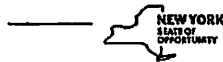
17. Lissa Carroll 06/03/2022 18. _____
Signature of Official Sponsor Representative Date Signature of Union Representative Date
- Lissa Carroll Chief Human Resource Officer
Print Name and Title Print Name, Title, and Union Name

19. _____
Signature New York State Department of Labor Date

NYS Department of Labor
Apprentice Training

JUN 10 2022

Central Office



Apprenticeship Training Program

Related Instruction Availability

Trade: Direct Support Professional, Direct Support Professional SupervisorSponsor Name: The Arc Erie County New YorkSponsor Representative: Lissa Carroll

Sponsor Address:

No. & Street: 30 Wilson Road City: WilliamsvilleCounty: Erie State: NY Zip Code: 14221Sponsor Telephone No.: 716 458-1211Proposed Number of Apprentices: 5

AT Office

Name: NYS Dept. of Labor, Western Region, BuffaloNo. & Street: 290 Main St., Mezzanine LevelCity: Buffalo State: NY Zip Code: 14202Apprentice Training Representative: [REDACTED] Date Prepared: 5/16/22☐ Related instruction is not available.☒ Related instruction is available at:

School

Name: Erie Community CollegeNo. & Street: 6205 Main StreetCity: Williamsville State: NY Zip Code: 14221

School Representative Contact Information:

Name: [REDACTED]Telephone No.: 716-851-1322Email: [REDACTED]

School

Name: _____

No. & Street: _____

City: _____ State: _____ Zip Code: _____

School Representative Contact Information:

Name: _____

Telephone No.: _____

Email: _____

DLEA

Name: _____

No. & Street: _____

City: [REDACTED] Zip Code: _____Signature of DLEA [REDACTED]Date Prepared: 6/8/22



Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: The Arc Erie County New York

Located at: (Address) 30 Wilson Road, Williamsville, NY 14221

Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: 10

In the occupation of: (List Trade) Direct Support Professional

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

Minimum Qualifications

Minimum Age: 18

Minimum Education:

Must possess a High School Diploman or High School
Equivalency (i.e. GED)

Physical Condition: Be physically able to perform the work required as determined by:

The Essential Job Functions (see attached)

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other: After selection and prior to indenture in accordance with The U.S. Equal Employment Opportunity Commission (EEOC) and the U. S. Federal Trade Commission (FTC), candidates must pass a complete battery of background checks that meet all Federal, State and Local requirements for these positions.

Other: Must have reliable transportation to and from work. Must have a valid NYS Driver's license that meets agency requirements to operate company vehicle and transport individuals as need be (i.e. to and from MD appointments)

Other: Drug test?

Application forms may be obtained: From: _____ To: _____

Name: The Arc Erie County New York

Address: 30 Wilson Road, Williamsville, NY 14221

Days: 7 days a week

Times: 24 hrs online

Phone: (833) 272-3743

Email: _____

Special Instructions:

N/A

All Applications Must be (please check)

☐ Received

☐ Postmarked

No Later Than: _____

Central Office

JUN 10 2022

WE ARE YOUR DOL



Department
of Labor

www.labor.ny.gov

Sponsor Code _____

Trade Code(s) _____

Selection Standards and Evaluations

Name of Candidate: _____ Trade: Direct Support Professional

Address: _____ City: _____ State: _____ Zip: _____

Only those checked apply.

Educational Achievement

- ☒ 2 Points for Each Year of Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities
- ☒ 2 Points for Each Year of Related Technical Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities
- ☒ 2 Points for Each Trade Related Adult or Continuing Education Course Completed
- ☐ _____ Other: _____

	Maximum Points Allowable	Number of Years Credited	Score	
Total	<u>22</u> 10			Total
	<u>10</u> 8			
	<u>4</u> 8			
	<u>22</u> 4 4			
	<u>22</u>			

Work Experience

- ☒ 2 Points for Each Year of Trade Related Work Experience
- ☒ 2 Points for Each Year of Active Military Experience
- ☒ 2 Points for Each Year of General Work Experience
- ☐ _____ Other: _____

Total	<u>18</u> 8			Total
	<u>6</u>			
	<u>6</u>			
	<u>18</u> 6			
	<u>18</u>			

Seniority

- ☒ 2 Points for Each Year of Employment with The Sponsoring Firm
- ☐ _____ Other: _____

Total	<u>6</u>			Total
	<u>6</u>			
	<u>6</u>			

Job Aptitude

- ☐ _____ Name of Aptitude Test: _____
- ☐ _____ Administered by _____
- ☐ _____ Other: _____

Total				Total

Oral Interview: Not to Exceed 40% of Total Score

- ☒ 2 Ability to Communicate
- ☒ 2 Willingness to Accept Obligation of Apprenticeship
- ☒ 2 Ability to Reason and Comprehend
- ☒ 2 Interest and Motivation
- ☐ _____ Other: _____
- ☐ _____ Other: _____

Total	<u>8</u> 2			Total
	<u>2</u>			
	<u>2</u>			
	<u>2</u>			
	<u>2</u>			

Total Allowable Points



54

Total
Score →

Rank _____

Evaluated by: _____ Date: _____
(Name)

Sponsor Name: _____

Sponsor Address: _____

NYS Department of Labor
Apprentice Training

JUN 10 2022



New York State Department of Labor
Apprentice Training Program Affirmative Action Plan

☐ New Program

☐ Amended

☐ Renewal

To be Administered by (Sponsor's Name): The Arc Erie County New York

Address: 30 Wilson Road, Williamsville State: NY Zip: 14220

Plan is effective: From: 9/1/22 To: 6/28/24

**On behalf of the above-named sponsor,
I certify that it is our intent to fulfill this Affirmative Action Plan.**

Signature of Sponsor:  Date: 6/3/22

The above signature must be the employer's Chief Executive Officer or the
Chair of the Joint Apprenticeship Committee or their authorized representative.

Print Name: Douglas DiGesare

Title: Chief Executive Officer

Do not write below this line.

.....

Approved by: _____ Date: _____

NYS Department of Labor

Title: _____

*Received by State of New York
Apprentice Training*

JUN 10 2022

Central Office

Part II – Labor Force Analysis/Utilization Study

A. The total labor force is 400% 471,690 in the following county(counties):

ERIE

_____	_____	_____
_____	_____	_____
_____	_____	_____

The labor force includes:*

Minorities

African American	<u>51,640</u>	<u>10.95</u>	%
Hispanic	<u>19,475</u>	<u>4.17</u>	%
Other Minorities**	<u>21,555</u>	<u>4.57</u>	%
Total Minorities	<u>92,670</u>	<u>19.69</u>	%

Women	<u>232,025</u>	<u>49.19</u>	%
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B. The total minority and women staffing goals of this program are the percentage of these groups in the labor force in the county (counties) of recruitment.

Goal for Total Minorities: 19.69 %

Goal for Women: 49.19 %

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APR 11 2022
JUN 10 2022
Central Office

* Data on labor force is supplied by the New York State Department of Labor Research and Statistics Division, Bureau of Labor Market Information, State Office Bldg. Campus, Bldg. #12, Room 402, Albany, NY 12240, telephone: (518) 457-6657.

** Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.

Part III – Current and Projected Staffing and Annual Goals

Title of Trade Direct Support Professional

A. Current Staffing in the Above Trade

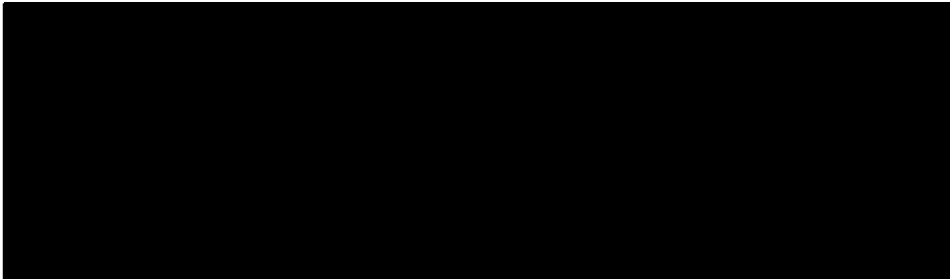
	Total	African American		Hispanic		Other Minority		Women	
		No.	%	No.	%	No.	%	No.	%
Active Journeyworkers	<u>47</u>	<u>29</u>	<u>62%</u>	<u>0</u>	<u>0%</u>	<u>12</u>	<u>26%</u>	<u>31</u>	<u>66%</u>
Registered Apprentices	<u>0</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

B. Projected Number of Apprentice Indentures*

Year	20	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Totals
New Positions							
Vacancies from Turnover**							
Total Indentures							

C. Annual Goals

Based on the data and projections above, the sponsor's annual goals are to indenture minorities and women in apprentice programs as follows:*

Year	20	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Totals
African American							
Hispanic							
Other Minority							
Women							
Total Indentures							

The sponsor's good faith efforts to meet these annual goals will be evaluated based on whether the sponsor is following the Affirmative Action Plan. The sponsor understands that if the annual goals are not being met, it may be necessary to re-evaluate and change the Affirmative Action Plan in order to increase its effectiveness.

Signature of Sponsor

 Date

JUN 10 2022

* Where no apprentice indentures are planned for a particular group or year, enter "0".

** Includes program graduates and non-graduates, (e.g. voluntary quits, dismissals prior to completion).

Part III – Current and Projected Staffing and Annual Goals

Title of Trade Direct Support Supervisor

A. Current Staffing in the Above Trade

	Total	African American		Hispanic		Other Minority		Women	
		No.	%	No.	%	No.	%	No.	%
Active Journeyworkers	<u>33</u>	<u>17</u>	<u>51%</u>	<u>0</u>	<u>0%</u>	<u>1</u>	<u>3%</u>	<u>24</u>	<u>73%</u>
Registered Apprentices	<u>0</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

B. Projected Number of Apprentice Indentures*

Year	20	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Totals
New Positions							
Vacancies from Turnover**							
Total Indentures							

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African American							
Hispanic							
Other Minority							
Women							
Total Indentures							

The sponsor's good faith efforts to meet these annual goals will be evaluated based on whether the sponsor is following the Affirmative Action Plan. The sponsor understands that if the annual goals are not being met, it may be necessary to re-evaluate and change the Affirmative Action Plan in order to increase its effectiveness.

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NYS Department of Labor
Apprentice Training

JUN 10 2022

Central Office

Part IV – Action Plans and Requirements

A. Outreach and Positive Recruitment Plan

Detail all the specific activities the sponsor will undertake to expand the opportunities for minority and female participation in the apprenticeship program. (Attach additional sheets if necessary.) The extent of outreach and recruitment activities may vary with the size and type of program and its resources. Refer to Equal Employment Opportunity in Apprenticeship Training Regulations Section 600.5 (c) for examples of outreach and positive recruitment.

Outreach and Recruitment Activities:

As part of the Agency's ongoing efforts to recruit women and minorities into positions we engage many areas of community connection. Some of those outreach efforts include advertising across the entire region of WNY, outreach to community centers, libraries, college and community based career fairs, religious affiliations and Refugee Resettlement programs. The Arc Erie County regularly posts opportunities with local DOL, One Stop and Veteran agencies. The Arc attends and communicates position openings with local colleges and high schools. Openings are regularly posted via "Handshake" and WN/YACCC seeking college students. Positions are posted via the Agency website and Jobs Portal (Dayforce). We attempt to encourage existing staff to refer potential candidates for review. We regularly schedule open live and virtual interview sessions.

The Arc offers an online application process with easy access to either a short form of interest or a complete application with user friendly resume builder capabilities. Applicants are reviewed by our in house recruitment team for potential interview, hire and training. Apprentices will be selected from current staff. A review process of the apprentice candidates' interest and willingness to complete the full program.

Direct Entry Provider(s): (See <https://www.labor.ny.gov/apprenticeship/direct-entry.shtm>.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-01-2022 BY 60322
COLUMBIA COLLEGE

Part IV – Action Plans and Requirements (continued)

B. Recruitment

It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

- ☐ 1. Requesting the NYS Department of Labor's approval to conduct an area-wide public recruitment in accordance with the Department Regulations on Equal Employment Opportunity in Apprenticeship Training (Part 600).
An area-wide public recruitment will publicize the following information:
- a. Estimated number of apprentice job openings to be filled.
 - b. Eligibility requirements.
 - c. Where and when applications may be obtained.
 - d. When applications are to be submitted.
 - e. Affirmative Action policy of the sponsor.
- ☐ 2. Listing all apprentice openings including minimum qualifications and selection standards with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before any selections are made.
- ☒ 3. Limiting recruitment to present employees of the sponsor and/or present members of the union sponsoring the apprenticeship program. Employees must have been hired and/or union members have been admitted without discrimination based on race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. Sponsors are encouraged to list all resulting vacancies with the NYS Job Bank (<https://newyork.usnlx.com/>).
- ☐ 4. Recruiting apprentices by methods other than those in B 1, 2, or 3 above. A detailed statement of the recruitment method to be used **must be attached to be submitted to the Commissioner of Labor** for review and approval prior to being used.*

C. Methods for Selection of Apprentices

Selection of apprentices will be made under one of the following four methods. (Check One):

- ☒ 1. Selection on basis of rank from a candidate list (only available for area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.
- a. When this method is used; (1) the qualifications of each eligible applicant will be evaluated and scored on each of the selection standards used; (2) the scores will be added to obtain a total score for each applicant; (3) each applicant who completes the evaluation process will be placed on a list of candidates for apprenticeship in order of rank based on the total score. Seniority of employment and/or seniority of union membership may be one of the selection standards.
 - b. The list of candidates will remain valid for a minimum period of two years, or until the list is exhausted.
 - c. At least 10 days prior to the time when each eligible applicant is first required to demonstrate his/her qualifications, each eligible applicant will be notified in writing of the qualifications on which he/she will be evaluated, the time and place for submitting evidence of qualifications, and the time and place for testing and/or interview.

JUN 10 2022

* A sponsor using this method of recruitment should contact their Apprentice Training Representative for technical assistance.

Part IV – Action Plans and Requirements (continued)

E. Notification and Appointment of Candidates for Apprenticeship.

It is agreed that whether selection is made from a certified list established by rank, random selection, list of current employees or union members, or alternative methods, the following notification procedure will prevail:

1. Each candidate who met the requirements for admission to the eligibility pool shall be notified in writing. This notification shall include a copy of the Complaint Procedure, Part 600.12.
2. Each candidate who did not meet the requirements for admission to the eligibility pool shall be notified in writing of the reasons for rejection and of the requirements for admission to the eligibility pool. This notification shall include a copy of the Complaint Procedure, Part 600.12.
3. Each qualified candidate selected for appointment shall be notified in writing at least 10 days prior to the commencement of the apprenticeship term. Such notification shall be sent by certified mail, return receipt requested.
4. After the commencement of the term of an apprenticeship program, the program sponsors may appoint available additional or replacement apprentices from the list in the order of their ranking thereon. Notice of such appointment will be in writing and shall be sent by certified mail return receipt requested. No candidate on the list may be deleted from the list because of unavailability unless the candidate's unavailability extends seven days after delivery of notice.

Part V – Discrimination Complaint Procedure

It is agreed that complaints will be filed in accordance with Part 600.12, Complaint Procedures, as defined under Equal Employment Opportunity in Apprenticeship Training Regulations.

Part VI – Distribution

Send the original Affirmative Action Plan to your Apprentice Training Representative.

Office of Labor
Apprenticeship Training
JUL 10 2022
Office