



NYS DOL Use Only: Sponsor No. [ ] New Program [ ] Reactivation [ ] Revision [ ] Recertification

New York State Registered Apprenticeship Training Program

NYS Department of Labor Apprenticeship Training

Sponsor Information Sheet and Instructions

SEP 10 2024

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.

Section I

- A. Sponsor name: HD TECH HOLDINGS, INCORPORATED
B. Trade(s): Visual and Graphic Arts Associate
C. Type of Apprenticeship Training Program (check one):
1. [x] 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: HD TECH HOLDINGS, INCORPORATED
E. Entity completing this form (check one):
[x] 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: 418 BROADWAY, STE R
City/Town: ALBANY State: NY Zip Code: 12207
G. Email: [redacted] H. Phone: (914) 292-9525 I. Fax: (866) 987-0999
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 [x] No
M. Type of Entity (check one and provide attachments as noted in the instructions):
[x] Corporation [ ] Partnership [ ] Sole-Proprietor [ ] LLC [ ] LLP [ ] Other
N. How many years has your organization been in business? 2
O. Within the past five (5) years, have you done business under a different name? [ ] Yes [x] 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 [x] 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 [x] No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law?... [ ] Yes [x] No
3. Any grant of immunity for conduct constituting a crime under state or federal law? [ ] Yes [x] 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.

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

08/15/2024  
Date

Print name and title: Tarsha Weary, President

Sworn to me this: 15 day of August

Angela Renee Sutton  
Signature of Notary Public or Commissioner of Deeds

NYS DOL Official Use Only

Field - Receipt Date Stamp

NYS Department of Labor  
Apprentice Training

ANGELA RENEE SUTTON  
NOTARY PUBLIC  
BALTIMORE COUNTY, MARYLAND  
COMM. EXPIRES APRIL 19, 2026

SEP 10 2024

Central Office

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Department of Labor

www.labor.ny.gov

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Apprentice Training

SEP 10 2024

Central Office

**Apprentice Training Program Registration Agreement**

Revision

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

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

- Name of Sponsor: HD TECH HOLDINGS, INCORPORATED
- Mailing Address: 10451 MILL RUN CIR, STE 700 OWINGS MILLS MD 21117 BALTIMORE CO  
(number & street) (city) (state) (zip code) (county)
- Actual Address: 418 BROADWAY, STE R ALBANY NY 12207 ALBANY  
(number & street) (city) (state) (zip code) (county)
- Telephone No.: (914) 292-9525 Ext. \_\_\_\_\_ Fax No.: (866) 987-0999
- E-mail Address: [REDACTED]
- Trade/Occupation: VISUAL AND GRAPHIC ARTS ASSOCIATE
- No. Employees: 42 No. Apprentices: 0 No. Journeyworkers: 4 8. Ratio: 1:1
- DOT Code: 27-1024.00 10. Length of Program: 24 months
- Apprentice Probationary Period: 19 weeks/750 hours 12. Work process: Standard  or Revised
- Minimum Journeyworker Rate: \$20 per HR 14. Effective Date of Wages: 08/19/2024

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"/>	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"/>
Hours (check):	H <input checked="" type="checkbox"/>	H <input checked="" type="checkbox"/>	H <input checked="" 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"/>
No. of Months/Hours:	0-1,000	1,001-2,000	2,001-3,000							
Wage rate: or, percentage of the journeyworker rate:	80%	85%	90%							

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

17. Tarsha Weary 08/17/2024 18. \_\_\_\_\_  
 Signature of Official Sponsor Representative Date Signature of Union Representative Date  
 Tarsha Weary, President \_\_\_\_\_  
 Print Name and Title Print Name, Title, and Union Name

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

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Apprenticeship Training Program

Sponsor Code \_\_\_\_\_

Trade Code 90-603C

**Related Instruction Availability**

Trade: VISUAL AND GRAPHIC ARTS ASSOCIATE

Sponsor Name: HD TECH HOLDINGS, INCORPORATED

Sponsor Representative: TARSHA WEARY

Sponsor Address:

No. & Street: 418 BROADWAY, STE R City: ALBANY

County: ALBANY State: NY Zip Code: 12207

Sponsor Telephone No.: 914-292-9525

Proposed Number of Apprentices: 40

**AT Office**

Name: HD TECH HOLDINGS, INCORPORATED

No. & Street: 418 BROADWAY, STE R

City: ALBANY State: NY Zip Code: 12207

Apprentice Training Representative: TARSHA WEARY Date Prepared: 8/17/24

Related instruction is not available.

Related instruction is available at:

**School**

Name: SW DESIGN SCHOOL L3C (LLC)

No. & Street: 26677 W. 12 MILE ROAD

City: SOUTHFIELD State: MI Zip Code: 48034

School Representative Contact Information:

Name: EVELYN HORTON

Telephone No.: 313-309-6500 Email: [REDACTED]

**School**

Name: \_\_\_\_\_

No. & Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: NYS Department of Labor  
Apprentice Training

School Representative Contact Information:

Name: \_\_\_\_\_

SEP 10 2024

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Central Office

**DLEA**

Name: Christin Davis

No. & Street: Sony FMCC

City: Johnston State: NY Zip Code: 12095

Signature of DLEA [REDACTED] Date Prepared: 8/15/24



[www.labor.ny.gov](http://www.labor.ny.gov)

### Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: HD TECH HOLDINGS, INCORPORATED

Located at: (Address) 418 BROADWAY, STE R ALBANY, NY, 12207, USA

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

In the occupation of: (List Trade) VISUAL AND GRAPHIC ARTS Associate

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

**Minimum Qualifications**

Must have a high school diploma or a high school equivalency diploma (such as TASC or GED). Or Parent consent if 16

Minimum Age: 16 Minimum Education: \_\_\_\_\_

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

**An apprentice must be at least 16 years of age, with parent consent, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.**

(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: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

NYS Department of Labor  
Apprentice Training

SEP 10 2024

Central Office

Application forms may be obtained: From: \_\_\_\_\_ To: \_\_\_\_\_

Name: HD TECH HOLDINGS, INCORPORATED

Address: \_\_\_\_\_

Days: MONDAY- FRIDAY Times: 9 AM - 5 PM

Phone: (914) 292-9525 Email: \_\_\_\_\_

**Special Instructions:**

Our application process is digital. Candidates must watch a 8 minute video from our Training Provider, SW Design School L3C. They explain the guidelines of employment and the application process in video context. The On-Demand orientation video can be found at [www.thecareerleaders.co/on-demand-orientation](http://www.thecareerleaders.co/on-demand-orientation)

All Applications Must be (please check)  Received  Postmarked No Later Than: \_\_\_\_\_

**Selection Standards and Evaluations**

Name of Candidate: \_\_\_\_\_ Trade: Visual and Graphic Arts Associate

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score
<b>Educational Achievement</b>		<b>Total</b>		<b>Total</b>
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Year of Education Past Grade <u>10</u> or Equivalent as Recognized by Local Educational Authorities	30		
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Year of Related Technical Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	10		
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Trade Related Adult or Continuing Education Course Completed	10		
<input type="checkbox"/> _____	Other: _____			
<b>Work Experience</b>		<b>Total</b>		<b>Total</b>
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Year of Trade Related Work Experience	25		
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Year of Active Military Experience	10		
<input checked="" type="checkbox"/> <u>5</u>	Points for Each Year of General Work Experience	10		
<input type="checkbox"/> _____	Other: _____			
<b>Seniority</b>		<b>Total</b>		<b>Total</b>
<input type="checkbox"/> _____	Points for Each Year of Employment with The Sponsoring Firm			
<input type="checkbox"/> _____	Other: _____			
<b>Job Aptitude</b>		<b>Total</b>		<b>Total</b>
<input type="checkbox"/> _____	Name of Aptitude Test: _____			
<input type="checkbox"/> _____	Administered by _____			
<input type="checkbox"/> _____	Other: _____			
<b>Oral Interview: Not to Exceed 40% of Total Score</b>		<b>Total</b>		<b>Total</b>
<input checked="" type="checkbox"/> <u>0-10</u>	Ability to Communicate	40		
<input checked="" type="checkbox"/> <u>0-10</u>	Willingness to Accept Obligation of Apprenticeship	10		
<input checked="" type="checkbox"/> <u>0-10</u>	Ability to Reason and Comprehend	10		
<input checked="" type="checkbox"/> <u>0-10</u>	Interest and Motivation	10		
<input type="checkbox"/> _____	Other: _____			
<input type="checkbox"/> _____	Other: _____			

Total Allowable Points →

	<b>Total Score →</b>
--	----------------------

Rank \_\_\_\_\_

NYS Department of Labor  
Apprentice Training

Evaluated by: \_\_\_\_\_  
(Name)

Date: \_\_\_\_\_

Sponsor Name: HD Tech Holdings, Incorporated

SEP 10 2024

Sponsor Address: 418 Broadway, Ste R, Albany, NY 12207

Central Office

**Non-Discrimination Plan  
(Short Form)**

- A. **Equal Opportunity Pledge:** Our company recognizes that all persons shall have equal opportunity in employment and apprenticeship training, and agrees to adhere to the following:

The recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30; Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

- B. **Sexual Harassment Prevention Policy:** Our policy is that sexual harassment is **prohibited**. This policy applies to internal activity towards employees, interaction between employees and actions and treatment directed towards employees, from any person or persons at the worksite, whether or not they are employees of this organization.

Equal Employment Opportunity Commission (EEOC) guidelines provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

When an employee has a complaint of sexual harassment, the complaint should be brought promptly to the attention of his/her immediate supervisor, or to the next level of supervision. These persons have the authority and responsibility to resolve the complaint. If the complaint is not satisfactorily resolved, the employee has the right to contact the NYS Division of Human Rights and the Federal Equal Employment Opportunity Commission. The complaint will be investigated; if substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence.

If an employee is an **apprentice**, the program's apprenticeship administrator and the NYS Apprenticeship Director **must** be notified of the complaint.

- C. **Minimum Qualifications and Selection Standards:** It is agreed that the minimum qualifications and selection standards utilized will be those listed on form AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications, and form AT 508, Selection Standards and Evaluations, on file with the Department.

NYS Department of Labor  
Apprentice Training

SEP 10 2024

Central Office

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

- Listing all apprentice openings with the NYS Job Bank (<https://newyork.usnlx.com>) for a minimum of five full working days before selections are made.
- Limiting recruitment to present employees of the sponsor and/or union members of the union sponsoring the apprenticeship program. Resulting vacancies will be listed with the NYS Job Bank (<https://newyork.usnlx.com>).
- Recruiting apprentices by methods other than those above. A detailed statement of the recruitment method must be attached and approved by the Commissioner of Labor prior to being used.

E. **Outreach and Positive Recruitment Plan (if applicable):** 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.

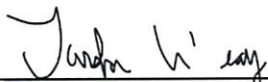
**Outreach and Recruitment Activities:**

Working with Local Workforce Boards to raise awareness of our opportunities. Work with Borough Presidents and the Local Public and Charter Schools for Youth Apprentices.

**Direct Entry Provider(s):** (See <https://dol.ny.gov/direct-entry>)

SW Design School L3C

On behalf of the sponsor, I certify that it is our intent to fulfill these Equal Opportunity Standards.

Signature of Sponsor:  8/28/24  
The above signature must be the employer's Chief Executive Officer, the Chair of the Joint Apprenticeship Committee or their authorized representative. Date

Name: Tarsha Weary Title: CEO

Approved by: \_\_\_\_\_  
New York State Department of Labor Date

Sponsor Name: HD Tech Holdings, Incorporated

Sponsor Code: \_\_\_\_\_ Number of Apprentices: \_\_\_\_\_

Trade(s): Visual and Graphic Arts Associate

Trade Code(s): \_\_\_\_\_

NYS Department of Labor  
Apprentice Training

SEP 10 2024