



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

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.

Section I

- A. Sponsor name: Laurie Carey Consulting, LLC (DBA - Nebula Professional Development Academy)
B. Trade(s): Computer Support Technician, Software Developer, Technical Sales Representative, Instruction/Trainer
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: Laurie Carey Consulting, LLC (DBA -Nebula Professional Development Academy)
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: P.O. Box 175
City/Town: Huntington State: NY Zip Code: 11743
G. Email: [redacted] H. Phone: (631) 468-7475 I. Fax: (631) 293-8165
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? [x] Yes [] No
M. Type of Entity (check one and provide attachments as noted in the instructions):
[] Corporation [] Partnership [] Sole-Proprietor [x] LLC [] LLP [] Other
N. How many years has your organization been in business? 6 years
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 of Labor Apprenticeship Training

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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:

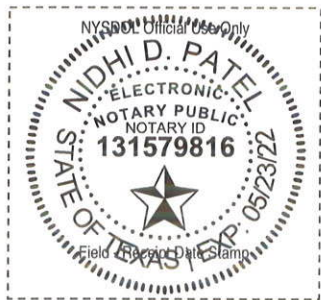
- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine 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.

Laurie Carey 06/10/2021
Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: Laurie Carey, CEO

Sworn to me this: 10 day of June, 21 *Nidhi Patel*
Signature of Notary Public or Commissioner of Deeds



Document Notarized using a Live Audio-Video Connection

NYS Department of Labor
Apprentice Training

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Central Office



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Apprentice Training Program Registration Agreement

Revision

Nature of Change: New Program

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

- Name of Sponsor: Laurie Carey Consulting, LLC (DBA Nebula Professional Development Academy)
- Mailing Address: P.O.Box 175 Huntington NY 11743 Suffolk
(number & street) (city) (state) (zip code) (county)
- Actual Address: 1025 Old Country Road Westbury NY 11590 Nassau
(number & street) (city) (state) (zip code) (county)
- Telephone No.: 631 724-3544 Ext. _____ Fax No.: 631-293-8165
- E-mail Address: _____
- Trade/Occupation: Computer Support Technician
- No. Employees: 5 No. Apprentices: 0 No. Journeyworkers: 4 8. Ratio: _____
- DOT Code: 039.264-010 10. Length of Program: Competency months
- Apprentice Probationary Period: 3 Months 12. Work process: Standard or Revised
- Minimum Journeyworker Rate: \$ 28 per hour 14. Effective Date of Wages: 1.1.2021

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 checked="" type="checkbox"/>	M <input checked="" type="checkbox"/>	M <input checked="" type="checkbox"/>	M <input checked="" 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"/>
3	3	3	3						
\$18.00	\$20.25	\$22.50	\$25.00						

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

17. 03/13/2021 18. _____
Signature of Official Sponsor Representative Date Signature of Union Representative Date
Laurie Carey, CEO
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

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Department
of Labor

Apprenticeship Training Program

Sponsor Code _____

Trade Code 90-559C
Department of Labor
Apprentice Training

Related Instruction Availability

JUN 15 2021

Trade: Computer Support Technician

Central Office

Sponsor Name: Laurie Carey Consulting, LLC, DBA (Nebula Professional Development Academy)

Sponsor Representative: Laurie Carey

Sponsor Address:

No. & Street: 1025 Old Country Road City: Westbury

County: Nassau State: NY Zip Code: 11590

Sponsor Telephone No.: 631 468-7477

Proposed Number of Apprentices: 4

AT Office

Name: NYS Department of Labor - Apprenticeship Unit

No. & Street: 303 West Old Country Road, 2nd Floor

City: Hicksville State: NY Zip Code: 11801

Apprentice Training Representative: [REDACTED] Date Prepared: 2/9/21

Related instruction is **not** available.

Related instruction is available at:

School

Name: Advanced Training Center

No. & Street: 79 West Main Street

City: Smithtown State: NY Zip Code: 11787

School Representative Contact Information:

Name: Maryann Reiger

Telephone No.: 631 724-3544

Email: [REDACTED]

School

Name: Workhub Online Compliance Training

No. & Street: Online Compliance Platform <http://workhub.com>

City: _____ State: _____ Zip Code: _____

School Representative Contact Information:

Name: Kara, Customer Manager

Telephone No.: 1-888-668-6403

Email: [REDACTED]

DLEA

Name: _____

No. & Street: _____

City: _____ State: _____ Zip Code: _____

Signature of DLEA _____ Date Prepared: _____

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Sponsor Code _____
Trade Code 90-559C
NYS Department of Labor
Apprentice Training

Related Instruction Availability

JUN 15 2021

Trade: Computer Support Technician
Sponsor Name: Laurie Carey Consulting, LLC DBA (Nebula Professional Development Academy) Central Office
Sponsor Representative: Laurie Carey
Sponsor Address:
No. & Street: 1025 Old Country Road City: Westbury
County: Nassau State: NY Zip Code: 11590
Sponsor Telephone No.: 631 468-7477
Proposed Number of Apprentices: 4

AT Office

Name: NYS Department of Labor - Apprenticeship Unit
No. & Street: 303 West Old Country Road, 2nd Floor
City: Hicksville State: NY Zip Code: 11801
Apprentice Training Representative: [REDACTED] Date Prepared: 2/9/21

Related instruction is **not** available. Related instruction is available at:

School

Name: Laurie Carey Consulting, LLC DBA (Nebula Professional Development Academy)
No. & Street: 1025 Old Country Road
City: Westbury State: NY Zip Code: 11590
School Representative Contact Information:
Name: Laurie Carey
Telephone No.: 617 468-7477 Email: [REDACTED]

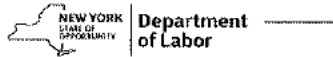
School

Name: _____
No. & Street: _____
City: _____ State: _____ Zip Code: _____
School Representative Contact Information:
Name: _____
Telephone No.: _____ Email: _____

DLEA

Name: _____
No. & Street: _____
City: _____ State: _____ Zip Code: _____
Signature of DLEA _____ Date Prepared: _____

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Central Office

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code _____

Trade Code 90-559C

Laurie Carey Consulting, LLC (DBA Nebula Professional Development Academy), located at

(Sponsor)

1025 Old Country Road, Westbury NY 11590

(Address)

is presently accepting applications for an estimated TBA apprentice training positions in
(No. of Openings)

the occupation of Computer Support Technician

(Trade)

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: High School Diploma or equivalent such as a GED or TASC

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

(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: Must score 3 (0-5 scoring) or better in the Application Logic Test, must show interest and motivation, ability to communicate well, reason, comprehend technology, and ability to work collaboratively.

Other: ~~The apprentice must have a computer to participate, however if the apprentice does not own a~~

Other: computer, one will be loaned during the apprentice program time period.

Application Forms may be obtained from: From: TBA To: TBA

Name: Nebula Professional Development Academy Days: _____

Address: 1025 Old Country Road Times: _____
Westbury, NY 11590

Phone Number: (631) 468-7477 Email Address: _____

Special Instructions: must apply online via website https://nebulaacademy.com/careers/techsupport

All Applications Must be (please check) Received Postmarked no Later Than: _____

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Central Office
Sponsor Code _____
Trade Code(s) 60555C

Selection Standards and Evaluations

Name of Candidate	Trade Computer Support Technician		
Address	City	State	Zip

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score
Educational Achievement		Total		Total
<input checked="" type="checkbox"/> 10	Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	30		
<input checked="" type="checkbox"/> 5	Points for Each Year of Related Technical Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	10		
<input type="checkbox"/>	Points for Each Trade Related Adult or Continuing Education Course Completed	10		
<input checked="" type="checkbox"/> 10	Other <u>Demonstrated self learning utilizing the internet - earned certification or credentials</u>	0		
		10		
Work Experience		Total		Total
<input checked="" type="checkbox"/> 10	Points for Each Year of Trade Related Work Experience	25		
<input checked="" type="checkbox"/> 1	Points for Each Year of Active Military Experience	20		
<input checked="" type="checkbox"/> 1	Points for Each Year of General Work Experience	2		
<input checked="" type="checkbox"/> 1	Other <u>Demonstrated volunteer work in related work experience</u>	1		
		2		
Seniority		Total		Total
<input type="checkbox"/>	Points for Each Year of Employment With The Sponsoring Firm	0		
<input type="checkbox"/>	Other _____			
Job Aptitude		Total		Total
<input type="checkbox"/>	SATB (Specific Aptitude Test Battery) if _____ Points for High _____ Medium _____ Low _____	5		
<input type="checkbox"/>	Name of Alternative Aptitude Test _____ Administered by _____	0		
<input checked="" type="checkbox"/> 5	Other <u>Score a minimum of 3 (based on 0-5 on the Application topic test See test attached</u>	0		
		5		
Oral Interview: Not to Exceed 40% of Total Score		Total		Total
<input checked="" type="checkbox"/> 0-10	Ability to Communicate	40		
<input type="checkbox"/>	Willingness to Accept Obligation of Apprenticeship	10		
<input checked="" type="checkbox"/> 0-5	Ability to Reason and Comprehend	0		
<input checked="" type="checkbox"/> 0-10	Interest and Motivation	5		
<input checked="" type="checkbox"/> 0-5	Other <u>Ability to work collaboratively as a team player</u>	10		
<input checked="" type="checkbox"/> 0-10	Other <u>Capacity to Learn</u>	5		
		10		

Total Allowable Points



100 Total Score →

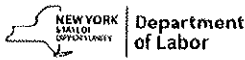
Rank _____

Evaluated by _____ Name _____ Date _____

Sponsor Name Laurie Carey Consulting, LLC DBA (Nebula Professional Development Academy)

Sponsor Address 1025 Old Country Road, Westbury, NY 11590

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Sponsor Code _____
Trade Code(s) 90-56 2C
90-559C

New York State Department of Labor

Apprentice Training Program Affirmative Action Plan

- New Program
- Amended
- Renewal


To be Administered by: Laurie Carey Consulting, LLC DBA Nebula Professional Development Academy
Sponsor's Name

Address: 1025 Old Country Road
Westbury, NY 11590

Zip Code

Plan is Effective From: 3/13/2021 To: 3/12/2026
Date Date

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

Signature of Sponsor:  3-13-2021
Date
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: Laurie Carey

Title: CEO

Do not write below this line.

Approved by: _____
NYS Department of Labor Date

Title: _____

NYS Department of Labor
Apprentice Training

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Part I – Equal Opportunity Standards

- A. Provide a brief description of the nature and extent of the Sponsor's business, the geographic area or jurisdiction where the business is performed, and the county or counties where the sponsor will recruit.

Nebula Academy is a workforce accelerator that provides intensive learning programs for workforce readiness in entry level technology career roles. We work hand-in-hand with our industry and university partners to create programs that help working adults from all backgrounds and experience levels gain the skills to pursue meaningful and rewarding careers in the fast-growing tech economy.

We are a global training organization with our headquarters on Long Island. We engage with candidates for our apprenticeship primarily from Nassau and Suffolk counties. We do plan to expand that reach as necessary to support the entire state of NY.

- B. **Equal Opportunity Pledge**

The sponsor recognizes that all qualified persons shall have equal opportunity in apprenticeship training, agrees that the commitments contained in the Affirmative Action Plan shall not be used for discriminatory purposes, and agrees to adhere to the following **Equal Opportunity Pledge**:

The recruitment, selection, employment, and training of apprentices during their 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, and 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.

- C. **Affirmative Action Policy Statement /1**

Attach a statement of the sponsor's affirmative action policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

If responsibility for plan implementation has been delegated to other than the individual signing the Affirmative Action Policy Statement, that individual must be named in the Policy Statement.

- D. **Sexual Harassment Policy Statement /1**

Attach a statement of the sponsor's sexual harassment policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

/1 Sponsors needing assistance in developing an Affirmative Action and/or Sexual Harassment Policy Statement should contact the New York Department of Labor's Division of Equal Opportunity Development.

Part II – Labor Force Analysis/Utilization Study

A. The total labor force is 6,103,285 in the following county(counties):

<u>Suffolk</u>	<u>Kings</u>	<u>Richmond</u>
<u>Nassau</u>	<u>Bronx</u>	<u>Westchester</u>
<u>Queens</u>	<u>NY</u>	<u>Putnam</u>

The labor force includes: /1

Minorities

African American	<u>1,120,912</u>	<u>18.4</u>	%
Hispanic	<u>1,403,905</u>	<u>23.0%</u>	%
Other Minorities /2	<u>743,605</u>	<u>12.2</u>	%
Total Minorities	<u>3,268,422</u>	<u>53.6</u>	%
 Women	 <u>1,456,705</u>	 <u>23.9</u>	 %

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:	<u>53.6</u>	%
Goal for Women:	<u>6.9</u>	%

/1 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.

/2 Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.

NY State Department of Labor
Apprentice Training

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Part III – Current and Projected Staffing and Annual Goals

Title of Trade _____

Central Office

A. Current Staffing in the Above Trade

	Total	African American		Hispanic		Other Minority		Women	
		No.	%	No.	%	No.	%	No.	%
Active Journeyworkers									
Registered Apprentices									

B. Projected Number of Apprentices Indentures /1

Year	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	Totals
New Positions							
Vacancies from Turnover /2							
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: /1

Year	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</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.

/1 Where no apprentice indentures are planned for a particular group or year, enter "0".

/2 Includes program graduates and non-graduates, (e.g. voluntary quits, dismissals prior to completion).

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Part IV – Action Plans and Requirements

A. Outreach and Positive Recruitment Plan

Central Office

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:

Our organization utilizes outreach through our community partners, social media, prior program graduates, and all network relationships to bring awareness to the opportunity for recruitment of candidates. That outreach includes state and county divisions of labor, social services, veteran affairs, and many other government and private organizations that provide services to underrepresented populations and low income community members.

Suffolk County Department of Labor 725 Veterans Memorial Highway Building 17 Hauppauge, NY 11788	Regional Economic Development Council Cara Longworth, Regional Director P.O. Box 3275 Farmingdale, NY 11735	COTA - Council of Thought and Action Wyandanch Community Center 1585 Straight Path Wyandanch, NY 11798
Nassau County Department of Labor One West St. RM. 325 Mineola, NY 11501	Empire State Development Long Island Region P.O. Box 3275 Farmingdale, NY 11735	CompTIA Global Headquarters 3500 Lacey Road, Suite 100 Downers Grove, IL 60515
301 W Old Country Road Hicksville, NY 11801	Nassau County Office of Hispanic Affairs 40 Main St. Hempstead, NY 11550	IAMCP - International Association of Microsoft Certified Partners 909 Lake Carolyn Pkwy, Suite 320 Irving, TX 75039
NYS Department of Labor Building 12 W. Averell Hamiman State Office Campus Albany, NY 12240	Nassau County Office of Minority Affairs 1 West St #323 Mineola, NY 11501	Workforce Development Institute 96 South Swan Street Albany, NY 12210
Federal Department of Labor U.S. Department of Labor 200 Constitution Ave NW Washington, DC 20210	Bridgehampton Child Care and Recreation Center 551 Bridgehampton/Sag Harbor Turnpike Bridgehampton, New York 11932	Suffolk County One Stop Employment Center 725 Veterans Memorial Hwy Hauppauge, NY 11788

List continued below:



Hempstead Works
HempsteadWorks Career Center
50 Clinton St.
Suite 400
Hempstead, NY 11550

Long Island Women in Tech
Stefana Muller
President & Founder, Long Island Women in Tech
<https://liwomenintech.com>

Long Beach Adult Learning Center
500 Center Street
Long Beach, NY 11561

United Way of Long Island
819 Grand Blvd
Deer Park, NY 11729

Career & Employment Options, Inc.
Long Island Office:
1 Rabro Drive Suite 102
Hauppauge, N.Y. 11788

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Part IV – Action Plans and Requirements (continued)

B. Recruitment

Central Office

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 (www.newyork.us.jobs/).
- 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. /1

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.

/1 A sponsor using this method of recruitment should contact their Apprentice Training Representative for technical assistance.

Part IV – Action Plans and Requirements (continued)

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C. Methods for Selection of Apprentices (continued)

2. Selection on basis of rank from a candidate list (available for non area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process. Central Office
- a. When this method is used, the applicants will be evaluated and ranked on the basis of predetermined minimum qualifications and selection standards. These qualifications and standards are to be included in all notices regarding apprentice openings.
- b. The list of candidates will remain valid for a minimum period of two months or until the list is exhausted, unless otherwise specified by the collective bargaining agreement. /1
3. Selection on a random basis. From a candidate list composed of applicants who meet the minimum qualifications and complete the selection process.
- a. The method of random selection shall be subject to approval by the Commissioner of Labor.
- b. Supervision of the random selection process shall be by an impartial person or persons, selected by the sponsor, not associated with the administration of the apprenticeship program.
- c. The expected time and place of the selection shall be indicated in the recruitment notice.
- d. The place of the selection shall be open for all applicants and the public.
- e. The names of candidates drawn by this method shall be placed on a list of candidates for apprenticeship in the order drawn.
- f. The list of candidates will remain valid for a minimum period of two (2) years, or until it is exhausted.
4. Alternative selection methods. /2 Type text here

If apprentices are to be selected by other methods than in C 1, 2 or 3 above, a detailed statement of the selection method to be used **must be attached and submitted to the Commissioner of Labor** for review and approval prior to being used.

D. Minimum Selection Standards and Evaluation.

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/or on Form AT 506, Selection Standards and Evaluations, attached.

/1 Sponsors are advised to keep all applications for a minimum of one year.

/2 A sponsor using this method of selection should contact their Apprentice Training Representative for technical assistance.

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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.

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POLICY STATEMENT - EQUAL EMPLOYMENT OPPORTUNITY

Central Office

IT IS THE POLICY OF NEBULA PROFESSIONAL DEVELOPMENT ACADEMY (NPDA) NOT TO DISCRIMINATE AGAINST ANYONE REGARDLESS OF THEIR RACE, ETHNICITY, BELIEFS, RELIGION, MARITAL STATUS, GENDER, GENDER IDENTITY, CITIZENSHIP STATUS, AGE, VETERAN STATUS OR DISABILITY. THE PURPOSE OF THIS POLICY IS TO REINFORCE OUR COMMITMENT TO THE CREATION AND MAINTENANCE OF A DIVERSE WORKPLACE WHERE EQUALITY, RESPECT AND CONSIDERATION FOR ONE ANOTHER ARE THE NORM. THIS POLICY SHALL APPLY TO ALL EMPLOYMENT ACTIONS, INCLUDING BUT NOT LIMITED TO RECRUITMENT, HIRING, UPGRADING, PROMOTION, TRANSFER, DEMOTION, LAYOFF, RECALL, TERMINATION, RATES OF PAY OR OTHER FORMS OF COMPENSATION AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP, AT ALL LEVELS OF EMPLOYMENT.

EMPLOYEES AND APPLICANTS OF NPDA WILL NOT BE SUBJECT TO HARASSMENT ON THE BASIS OF DISCRIMINATION, RETALIATION, INCLUDING INTIMIDATION, THREATS, OR COERCION, BECAUSE AN EMPLOYEE OR APPLICANT HAS OBJECTED TO DISCRIMINATION, ENGAGED OR MAY ENGAGE IN FILING A COMPLAINT, ASSISTED IN A REVIEW, INVESTIGATION, OR HEARING OR HAVE OTHERWISE SOUGHT TO OBTAIN THEIR LEGAL RIGHTS UNDER ANY FEDERAL, STATE, OR LOCAL EEO LAW REGARDING INDIVIDUALS WITH DISABILITIES OR PROTECTED VETERANS IS PROHIBITED. AS GENERAL MANAGER OF NPDA, I AM COMMITTED TO THE PRINCIPLES OF AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY. IN ORDER TO ENSURE DISSEMINATION AND IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION THROUGHOUT ALL LEVELS OF THE COMPANY, I HAVE SELECTED THE PERSONNEL MANAGER AS THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) MANAGER FOR (NPDA). ONE OF THE PERSONNEL MANAGER'S DUTIES WILL BE TO ESTABLISH AND MAINTAIN AN INTERNAL AUDIT AND REPORTING SYSTEM TO ALLOW FOR EFFECTIVE MEASUREMENT OF NPDA'S PROGRAMS.

IN FURTHERANCE OF NPDA'S POLICY REGARDING AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY, NPDA HAS DEVELOPED A WRITTEN AFFIRMATIVE ACTION PROGRAM WHICH SETS FORTH THE POLICIES, PRACTICES AND PROCEDURES THAT NPDA IS COMMITTED TO IN ORDER TO ENSURE THAT ITS POLICY OF NONDISCRIMINATION AND AFFIRMATIVE ACTION ACCOMPLISHED. THIS AFFIRMATIVE ACTION PROGRAM IS AVAILABLE FOR INSPECTION BY ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT UPON REQUEST, DURING NORMAL BUSINESS HOURS, IN THE ADMINISTRATION DEPARTMENT. INTERESTED PERSONS SHOULD CONTACT THE PERSONNEL MANAGER AT 631-468-7477 FOR ASSISTANCE.

LAURIE CAREY

MAY 19, 2021

LAURIE CAREY CONSULTING, LLC DBA NEBULA PROFESSIONAL DEVELOPMENT ACADEMY



6/8/21