



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

New York State
Registered Apprenticeship Training Program

NYS Department of Labor
Apprentice Training

Sponsor Information Sheet and Instructions

NOV 08 2023

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. Office

Section I

- A. Sponsor name: Michael A Polce
B. Trade(s): Network Administrator, Network Engineer, Project Manager, Security Analyst, Systems Engineer
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: M.A. Polce Consulting Inc.
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: 401 Phoenix Drive
City/Town: Rome State: NY Zip Code: 13441
G. Email: [redacted] H. Phone: (315) 338-0388 I. Fax: (315) 356-0597
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):
[x] Corporation [ ] Partnership [ ] Sole-Proprietor [ ] LLC [ ] LLP [ ] Other
N. How many years has your organization been in business? 25
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? [x] 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 [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.

Michael A. Polce 09/18/2023  
 Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: Michael A. Polce, President & CEO

Sworn to me this: 18<sup>th</sup> day of September Michelle A Senus  
Signature of Notary Public or Commissioner of Deeds

NYS DOL Official Use Only

  
  
  

Field - Receipt Date Stamp

**MICHELLE D. SENUS**  
 Notary Public - State of New York  
 No. 01SE6238685  
 Qualified in Oneida County *as MAS*  
 My Commission Expires April 11, 2015

NYS Department of Labor  
 Apprentices Training  
 NOV 08 2023  
 Central Office

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Department  
of Labor

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

## Apprentice Training Program Registration Agreement

Revision

Nature of Change: New program application  
Change of Approach request for trade

State Use Only
AT Sponsor No.
ATP Code <span style="font-size: 1.2em; color: blue;">90-575</span>
Effective Date of AT Program

1. Name of Sponsor: M.A. Polce Consulting, Inc.
2. Mailing Address: 401 Phoenix Drive Rome NY 13441 Oneida  
(number & street) (city) (state) (zip code) (county)
3. Actual Address: Same as mailing.  
(number & street) (city) (state) (zip code) (county)
4. Telephone No.: (315) 338-0388 Ext. \_\_\_\_\_ Fax No.: (315) 356-0597
5. E-mail Address: [REDACTED]
6. Trade/Occupation: Systems Engineer
7. No. Employees: 44 No. Apprentices: 0 No. Journeyworkers: 3 8. Ratio: 14:1
9. DOT Code: \_\_\_\_\_ 10. Length of Program: 12 months
11. Apprentice Probationary Period: 3 months 12. Work process: Standard  or Revised
13. Minimum Journeyworker Rate: \$ 50,000 per year 14. Effective Date of Wages: 9/29/23

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 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"/>
<u>45,000</u>	<u>47,250</u>								

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

17. Amanda Calabrese 9/29/23  
 Signature of Official Sponsor Representative Date Signature of Union Representative Date  
Amanda Calabrese - Talent Acquisition Specialist \_\_\_\_\_  
 Print Name and Title Print Name, Title, and Union Name

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

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Apprenticeship Training Program

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

Trade Code 90-575

**Related Instruction Availability**

Trade: Systems Engineer

Sponsor Name: M.A. Polce Consulting, Inc.

Sponsor Representative: Amanda Calabrese

Sponsor Address:

No. & Street: 401 Phoenix Drive City: Rome

County: Oneida State: NY Zip Code: 13441

Sponsor Telephone No.: 315-338-0388

Proposed Number of Apprentices: \_\_\_\_\_

**AT Office**

Name: Central Region

No. & Street: 450 S. Salina Street, Room 203

City: Syracuse State: NY Zip Code: 13202

Apprentice Training Representative: [Redacted] Date Prepared: 10/20/23

Related instruction is not available.

Related instruction is available at:

**School**

Name: Mohawk Valley Community College

No. & Street: 1101 Sherman Drive

City: Utica State: NY Zip Code: 13501

School Representative Contact Information:

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

Telephone No.: 315-792-5400 Email: \_\_\_\_\_

**School**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Representative Contact Information:

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

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

*NYC Department of Labor  
Apprentice Training*

**DLEA**

Name: Brenda Wolak

NOV 08 2023

No. & Street: 4937 Spring Rd

Central Office

City: Verona State: NY Zip Code: 13478

Signature of DLEA [Redacted] Date Prepared: 11/6/23

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

Trade Code: 90-573  
90-575

**Apprentice Training Recruitment Notification and Minimum Qualifications**

Sponsor: M.A. Polce Consulting, Inc.

Located at: (Address) 401 Phoenix Drive Rome, NY 13441

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

In the occupation of: (List Trade) Systems Engineer

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

**Minimum Qualifications** Associate's and/or Bachelor's Degree preferred. Will consider work experience with practical knowledge.  
Minimum Age: 21 Minimum Education: \_\_\_\_\_

Physical Condition: Be physically able to perform the work required as determined by:  
Please refer to the job description.

(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 be authorized to work in the United States.

Other: Must have a valid driver's license and reliable method of transportation.

Other: Must be able to pass a background check.

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

Name: M.A. Polce Consulting

Address: 401 Phoenix Drive Rome, NY 13441

Days: Monday - Friday Times: 8:00 a.m. - 4:00 p.m.

Phone: (315) 338-0388 Email: \_\_\_\_\_

Special Instructions:

All open positions are listed on our website and candidates can follow the instructions for the application process.

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

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

Trade Code(s) 90-575

## Selection Standards and Evaluations

Name of Candidate: \_\_\_\_\_ Trade: Systems Engineer

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

Only those checked apply.																															
<p><b>Educational Achievement</b></p> <p><input type="checkbox"/> <u>3</u> Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities</p> <p><input type="checkbox"/> _____ Points for Each Year of Related Technical Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities</p> <p><input type="checkbox"/> _____ Points for Each Trade Related Adult or Continuing Education Course Completed</p> <p><input type="checkbox"/> _____ Other: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Maximum Points Allowable</th> <th style="width: 20%;">Number of Years Credited</th> <th style="width: 20%;">Score</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td style="text-align: center;"><u>6</u></td> <td style="background-color: #cccccc;"></td> <td></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>6</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		<b>Total</b>	<u>6</u>			<b>Total</b>		<u>6</u>																		
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<b>Total</b>	<u>6</u>			<b>Total</b>																											
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<p><b>Work Experience</b></p> <p><input type="checkbox"/> <u>3</u> Points for Each Year of Trade Related Work Experience</p> <p><input type="checkbox"/> _____ Points for Each Year of Active Military Experience</p> <p><input type="checkbox"/> <u>2</u> Points for Each Year of General Work Experience</p> <p><input type="checkbox"/> _____ Other: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Maximum Points Allowable</th> <th style="width: 20%;">Number of Years Credited</th> <th style="width: 20%;">Score</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td style="text-align: center;"><u>10</u></td> <td style="background-color: #cccccc;"></td> <td></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>6</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>4</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		<b>Total</b>	<u>10</u>			<b>Total</b>		<u>6</u>					<u>4</u>													
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<p><b>Seniority</b></p> <p><input type="checkbox"/> <u>5</u> Points for Each Year of Employment with The Sponsoring Firm</p> <p><input type="checkbox"/> _____ Other: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Maximum Points Allowable</th> <th style="width: 20%;">Number of Years Credited</th> <th style="width: 20%;">Score</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td style="text-align: center;"><u>15</u></td> <td style="background-color: #cccccc;"></td> <td></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>15</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		<b>Total</b>	<u>15</u>			<b>Total</b>		<u>15</u>																		
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<b>Total</b>	<u>15</u>			<b>Total</b>																											
	<u>15</u>																														
<p><b>Job Aptitude</b></p> <p><input type="checkbox"/> _____ Name of Aptitude Test: _____</p> <p>Administered by _____</p> <p><input type="checkbox"/> _____ Other: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Maximum Points Allowable</th> <th style="width: 20%;">Number of Years Credited</th> <th style="width: 20%;">Score</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td></td> <td style="background-color: #cccccc;"></td> <td></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		<b>Total</b>				<b>Total</b>																				
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<b>Total</b>				<b>Total</b>																											
<p><b>Oral Interview: Not to Exceed 40% of Total Score</b></p> <p><input type="checkbox"/> <u>1</u> Ability to Communicate</p> <p><input type="checkbox"/> <u>1</u> Willingness to Accept Obligation of Apprenticeship</p> <p><input type="checkbox"/> <u>1</u> Ability to Reason and Comprehend</p> <p><input type="checkbox"/> <u>1</u> Interest and Motivation</p> <p><input type="checkbox"/> _____ Other: _____</p> <p><input type="checkbox"/> _____ Other: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Maximum Points Allowable</th> <th style="width: 20%;">Number of Years Credited</th> <th style="width: 20%;">Score</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td style="text-align: center;"><u>15</u></td> <td style="background-color: #cccccc;"></td> <td></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>4</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>4</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>3</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>4</u></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		<b>Total</b>	<u>15</u>			<b>Total</b>		<u>4</u>					<u>4</u>					<u>3</u>					<u>4</u>			
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Total Allowable Points →

	<b>Total Score →</b>	<u>46</u>
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Rank \_\_\_\_\_

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

Sponsor Name: M.A. Polce Consulting, Inc

Sponsor Address: 401 Phoenix Drive Rome, NY 13441

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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.

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.usnix.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.usnix.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.

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

Signature of Sponsor: Amanda Calabrese 9/18/23  
The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative. Date

Amanda Calabrese Talent Acquisition Specialist  
Print Name and Title

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

Sponsor Name MA Polce Consulting, Inc Sponsor Code \_\_\_\_\_ No. of Apprentices 0

Trade(s) Network Admin, Network Engineer, Proj. Manager, Security Analyst, Systems Engineer, Trade Code(s) 90-576, 90-574, 90-572, 90-573, 90-575