



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

NYS Department of Labor
Apprentice Training

SEP 06 2024

New York State

Registered Apprenticeship Training Program

Sponsor Information Sheet and Instructions

Central Office

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: Outreach Development Corporation
B. Trade(s): Alcohol and Substance Abuse Counselor and Counselor Aide
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: Outreach Development Corporation
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: 11711 Myrtle Avenue
City/Town: Richmond Hill State: NY Zip Code: 11418
G. Email: [redacted] H. Phone: (718) 847-9233 I. Fax: [redacted]
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? 45
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.

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

7/24/24
Date

Print name and title: Debra Pantin, President and Chief Executive Officer

Sworn to me this: 24th day of July 2024

Signature of Notary Public or Commissioner of Deeds

NYS DOL Official Use Only

Field - Receipt Date Stamp

DAYNIECE LUGO
NOTARY PUBLIC-STATE OF NEW YORK
 No. 01LU6150653
 Qualified in Queens County
 My Commission Expires 1/02/2027

NYS Department of Labor
 Apprenticeship Training

SEP 06 2024

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NYS Department of Labor
Apprentice Training

SEP 06 2024

Central Office

Apprentice Training Program Registration Agreement

Revision

Nature of Change: New program

State Use Only
AT Sponsor No.
ATP Code 80-498
Effective Date of AT Program

1. Name of Sponsor: Outreach Development Corporation
2. Mailing Address: 11711 Myrtle Avenue Richmond Hill NY 11418 Queens
(number & street) (city) (state) (zip code) (county)
3. Actual Address: same as above
(number & street) (city) (state) (zip code) (county)
4. Telephone No.: (718) 847-9233 Ext. _____ Fax No.: N/A
5. E-mail Address: [REDACTED]
6. Trade/Occupation: Alcohol and Substance Abuse Counselor and Counselor Aide
7. No. Employees: 400 No. Apprentices: 10 No. Journeyworkers: 10 8. Ratio: 1:1;1:1
9. DOT Code: 99 10. Length of Program: 12 months
11. Apprentice Probationary Period: 90 Days 3 months 12. Work process: Standard or Revised
13. Minimum Journeyworker Rate: \$23 per hour 14. Effective Date of Wages: 01/01/2025

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 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"/>	M <input type="checkbox"/>
Hours (check):	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"/>
No. of Months/Hours:	0-6 mos.	<u>7-12</u> 6 mos.								
Wage rate: or, percentage of the journeyworker rate:	\$19	\$23								

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

17. Liliane Drago 8/21/24 18. _____
Signature of Official Sponsor Representative Date Signature of Union Representative Date

Liliane Drago, Assistant Vice President, OTI _____
Print Name and Title Print Name, Title, and Union Name

19. _____
Signature New York State Department of Labor Date

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Department of Labor

Apprenticeship Training Program

Sponsor Code _____

Trade Code 80-498

Related Instruction Availability

Trade: Alcohol and Substance Abuse Counselor and Counselor Aide

Sponsor Name: Outreach Development Corporation

Sponsor Representative: Lilliane Drago, Assistant Vice President, OTI

Sponsor Address:

No. & Street: 11711 Myrtle Avenue City: Richmond Hill

County: Queens State: NY Zip Code: 11418

Sponsor Telephone No.: 718-847-9233

Proposed Number of Apprentices: _____

AT Office

Name: NYS DOL Albany

No. & Street: 4th Harmon State Office Bldg 12

City: Albany State: NY Zip Code: 12240

Apprentice Training Representative: Daniel Paris Date Prepared: 8/2/24

Related instruction is not available.

Related instruction is available at:

School

Name: Outreach Training Institute

No. & Street: 11711 Myrtle Avenue

City: Richmond Hill State: NY Zip Code: 11418

School Representative Contact Information:

Name: Lilliane Drago/Anthony Pereira/Kalisha Smith

Telephone No.: 718-847-9233 Email: _____

School

Name: _____

No. & Street: _____

City: _____ State: _____ Zip Code: _____

School Representative Contact Information:

Name: _____

Telephone No.: _____ Email: _____

NYS Department of Labor
Apprentice Training

SEP 06 2024

Central Office

DLEA

Name: Caroline Detweiler

No. & Street: 319 Broadway

City: Port Jervis State: NY Zip Code: 12466

Signature of DLEA _____ Date Prepared: 8/2/24



Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: Outreach Development Corporation

Located at: (Address) 117-11 Myrtle Ave, Richmond Hill, NY 11418

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

In the occupation of: (List Trade) Alcoholism and Substance Abuse Counselor Aide

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

Minimum Qualifications Bachelor's or Master's degree in a human service related discipline
Minimum Age: 18 Minimum Education: _____

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 have a computer that can access and utilize an on-line video conference platform

Other:

Other:

NYS Department of Labor
Apprentice Training

SEP 06 2024

Central Office

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

Name: Outreach Development Corporation Human Resources Dept

Address: 117-11 Myrtle Ave, Richmond Hill, NY 11418

Days: M-F Times: 9:00 am - 5:00 pm

Phone: (718) 847-9233 Email: _____

Special Instructions:

Applications can be submitted at any time. Related instruction program has rolling admissions.

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



Selection Standards and Evaluations

Name of Candidate: _____ Trade: _____

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

<p>Only those checked apply.</p> <p>Educational Achievement</p> <p><input checked="" type="checkbox"/> <u>5</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"> <thead> <tr> <th></th> <th>Maximum Points Allowable</th> <th>Number of Years Credited</th> <th>Score</th> <th></th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>20</td> <td></td> <td></td> <td>Total</td> </tr> <tr> <td></td> <td>20</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> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Maximum Points Allowable	Number of Years Credited	Score		Total	20			Total		20																							
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<p>Work Experience</p> <p><input checked="" type="checkbox"/> <u>5</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"/> _____ Points for Each Year of General Work Experience</p> <p><input type="checkbox"/> _____ Other: _____</p>		<table border="1"> <tbody> <tr> <td>Total</td> <td>40</td> <td></td> <td></td> <td>Total</td> </tr> <tr> <td></td> <td>40</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> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total	40			Total		40																												
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<p>Seniority</p> <p><input type="checkbox"/> _____ Points for Each Year of Employment with The Sponsoring Firm</p> <p><input type="checkbox"/> _____ Other: _____</p>		<table border="1"> <tbody> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>Total</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>	Total				Total																														
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<p>Job Aptitude</p> <p><input type="checkbox"/> _____ Name of Aptitude Test: _____</p> <p>Administered by _____</p> <p><input type="checkbox"/> _____ Other: _____</p>		<table border="1"> <tbody> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>Total</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>	Total				Total																														
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<p>Oral Interview: Not to Exceed 40% of Total Score</p> <p><input type="checkbox"/> <u>1-10</u> Ability to Communicate</p> <p><input type="checkbox"/> <u>1-5</u> Willingness to Accept Obligation of Apprenticeship</p> <p><input type="checkbox"/> <u>1-10</u> Ability to Reason and Comprehend</p> <p><input type="checkbox"/> <u>1-5</u> Interest and Motivation</p> <p><input type="checkbox"/> <u>1-5</u> Other: <u>Empathy towards people with addiction and mental health problems</u></p> <p><input type="checkbox"/> <u>1-5</u> Other: <u>psychological insight, towards self and others</u></p>		<table border="1"> <tbody> <tr> <td>Total</td> <td>40</td> <td></td> <td></td> <td>Total</td> </tr> <tr> <td></td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>5</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>5</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>5</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>5</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total	40			Total		10					5					10					5					5					5			
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100	Total Score →	
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Rank _____

Evaluated by: _____ (Name) Date: _____

Sponsor Name: Outreach development Corporation

Sponsor Address: 1174 Myrtle Ave.

NYS Department of Labor
Apprentice Training

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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.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.

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

Signature of Sponsor: _____

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

7/24/24
Date

Debbie Pantin

President + CEO

Print Name and Title

Approved by: _____

New York State Department of Labor

Date

Sponsor Name Outreach Development Corporation Sponsor Code _____ No. of Apprentices _____

Trade(s) Alcoholism and Substance Abuse Counselor Aide Trade Code(s) _____

AT 602 (12/21)

NYS Department of Labor
Apprentice Training

SEP 06 2024

Central Office