

R E G I S T E R E D
APPRENTICESHIP
IN NEW YORK STATE

WE ARE YOUR DOL



Department
of Labor



WELCOME TO APPRENTICESHIP IN NEW YORK STATE!

Apprenticeship training produces skilled workers through a combination of structured on-the-job training with a skilled trainer and trade-specific classroom instruction. Programs are conducted by employers, groups of employers and jointly by employers and unions.

Apprentices are full-time paid employees who produce high-quality work while they learn skills that enhance their employment prospects. They are paid on a graduated scale; this assures that salary reflects the degree of skill achieved.

To meet the 21st Century needs of businesses, New York State is expanding Registered Apprenticeship programs into emerging and expanding industries like Advanced Manufacturing, Information Technology (IT), Agriculture, Hospitality and Health Care.

FAST FACTS ABOUT REGISTERED APPRENTICESHIP IN NEW YORK STATE

MYTH

Apprenticeship programs are only for union construction trades.

FACT

Over 40% of Registered Apprenticeship programs are in emerging fields like IT, Health Care and Advanced Manufacturing.

MYTH

Apprenticeship programs take years to set up and get approved.

FACT

By streamlining the approval process, new program applications may be approved in as little as ninety days, but can vary depending on whether or not it includes the development of a new trade.

- There are 905 Registered Apprenticeship programs in New York State
 - 488 Construction (193 Union, 295 Non-Union)
 - 417 Non-Construction (82 Union, 335 Non-Union)
- There are nearly 17,000 active apprentices in New York State in these programs
 - 13,849 Construction
 - 2,839 Non-Construction



ADVANTAGES OF REGISTERED APPRENTICESHIP PROGRAMS

PIPELINE

Steady supply of workers, trained without losing valuable production time, and coveted career opportunities for participants.

COST SAVINGS

Reduced cost for employer and learner, increased efficiency and productivity and reduced turnover.

QUALITY WORK

Structured and consistent training program leads to a highly skilled workforce.

HAPPY WORKERS

Increased retention and attendance, workers with no student loans who immediately get a good-paying job and earn while they learn.

REPUTATION

Earn a reputation of being an industry leader in providing high-quality employment and training opportunities.

CREDIBILITY

National industry recognition of skills and credentials.

REGISTERED APPRENTICESHIPS VS. UNREGISTERED PROGRAMS

- Registered Apprenticeships programs meet national and state standards for education and safety
- Registered Apprenticeships result in a nationally industry-recognized certificate issued by New York State Department of Labor (DOL)
- New York State DOL conducts job studies and develops training outlines
- Unregistered apprenticeships are maintained by a business; they are not registered, regulated or monitored by a state or federal agency
- Individuals who complete an unregistered apprenticeship may not earn a widely recognized certificate



WHO OVERSEES APPRENTICESHIP IN NEW YORK STATE?

The New York State Department of Labor, through recognition from the United State Department of Labor (DOL), operates as a State Apprenticeship Agency using both programmatic and Equal Employment Opportunity (EEO) regulations. The New York State Education Department has authority over Related Instruction.

8 STEPS TO SPONSOR A NEW YORK STATE REGISTERED APPRENTICESHIP PROGRAM

STEP 1: CONTACT NEW YORK STATE DOL

If you are interested in a Registered Apprenticeship program, you must first contact a Supervising Apprentice Training Representative (ATR) who will explain how the process works and the regulations involved.

Please note: A sponsor must have a permanent facility located in New York State, where it maintains a plant, ongoing administrative operation or other facility, which will serve as its base of operations where it has the necessary equipment to provide full training for the Registered Apprenticeship program.

STEP 2: SELECT YOUR TRADE

Staff will help determine which trade(s) best suit an employer's needs. Many training outlines are immediately available.

For new trades, staff will conduct a no-cost job study, which is reviewed by the State Apprenticeship and Training Council and approved by the Labor Commissioner.

STEP 3: VISIT

Local apprenticeship staff will visit the place of business, help the employer to complete the application packet and provide any technical assistance.

STEP 4: SELECT INSTRUCTION PROVIDERS

All instruction providers must be approved by the New York State Education Department. Staff can assist with identifying providers.

STEP 5: AFFIRMATIVE ACTION PLAN

Employers complete an Affirmative Action Pledge (for sponsors with fewer than five apprentices) or the Affirmative Action Plan.

STEP 6: 30-DAY PUBLIC COMMENT PERIOD (MINIMUM)

Information about a new program is posted online to ensure transparency. During this time, staff members review applications to ensure applicants are in compliance with labor laws.

STEP 7: APPROVAL

The approval process varies depending on individual circumstances.

STEP 8: MONITORING VISITS

Local apprenticeship staff will monitor each program to provide technical assistance and make sure businesses are in compliance.



TYPES OF APPRENTICESHIP PROGRAMS

INDIVIDUAL NON-JOINT PROGRAMS

- Programs are sponsored by one employer without a union co-sponsor; the employer is responsible for overall program administration and files an application with the DOL
- Employees may be represented by a union; if they are, the union is given an opportunity to review the program application and provide comments to DOL
- Apprentices can only work for the employer/sponsor

GROUP NON-JOINT PROGRAMS

- Programs are sponsored by an association or group of employers without a union; the association or group has a Board of Directors or other governing body which acts as the program sponsor
- Employees may be represented by unions; if they are, the unions are given an opportunity to review the program application and provide comments to DOL
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to DOL at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments

INDIVIDUAL JOINT PROGRAMS

- Programs are co-sponsored by one employer along with a union which represents employees
- Both the employer and union are responsible for overall program administration and submit an application to DOL together
- Apprentices can only work for the employer/sponsor

GROUP JOINT PROGRAMS

- Programs are sponsored by an association or group of employers along with a union by creating a Joint Apprenticeship Committee (JAC); the JAC's membership is made up of an equal number of employer and employee representatives and acts as the program sponsor
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to DOL at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments



TRAINING APPROACHES

Apprenticeship Regulations permit Registered Apprenticeship training to be delivered by three approaches:

TIME-BASED APPROACH (TRADITIONAL MODEL)

Includes 2,000 hours minimum of on-the-job training and 144 hours minimum of related instruction per year.

COMPETENCY-BASED APPROACH

Apprentices participate in on-the-job training and Related Instruction until they have demonstrated a competency for each skill in the Work Process and each topic on the Related Instruction Outline. Apprentices register for at least 144 hours of Related Instruction, but may test out earlier. Apprentices participate until they have shown competency for each skill in the training outline. Competency is demonstrated by both written and hands-on testing.

HYBRID APPROACH

This is a Competency-Based program that also requires a minimum number of hours of on the-job training to be spent in the attainment of each skill prior to testing.

WHAT IS THE RIGHT APPROACH

It is up to the employer sponsoring the Registered Apprenticeship program to decide which approach is right for them.

- New York State DOL staff work with potential sponsors to develop the training outlines
- New York State DOL utilizes multiple resources when developing a new trade, including reference materials from the United States DOL and other states, which can help to expedite the development of trades.
- In cases where no training outline exists, New York State DOL conducts a job study with the potential sponsor and develops a training outline that can be used industry-wide



EMPIRE STATE APPRENTICESHIP TAX CREDIT (ESATC)

The Empire State Apprenticeship Tax Credit provides tax incentives to certified Registered Apprenticeship program sponsors for registering new qualified apprentices through 2026. For group programs, the tax credit program is also available to the sponsor's approved participating signatory employers.

- This program is focused on demand occupations, excluding construction trades
- Enhanced credits are offered to those who employ disadvantaged youth (age 16-24 at time of enrollment) as apprentices and for those who engage the support of a mentor*
- Qualified apprentices must be employed full-time (a minimum of 35 hours per week) for at least six months during the tax year

A certified employer is entitled to tax credits against income or franchise tax. For each qualified apprentice, one of two credits is available:

EMPIRE STATE APPRENTICESHIP TAX CREDIT

1st Year = \$2,000

2nd Year = \$3,000

3rd Year = \$4,000

4th Year = \$5,000

5th Year = \$6,000

DISADVANTAGED YOUTH TAX CREDIT

1st Year = \$5,000

2nd Year = \$6,000

3rd Year = \$7,000

4th Year = \$7,000

5th Year = \$7,000

* **Mentor Tax Credit:** An additional tax credit of \$500 for each apprentice who is counseled by a mentor for the full calendar year. For more information, email: ESATC@labor.ny.gov.



APPRENTICESHIP FUNDING

The New York State DOL has various funding opportunities available. Eligibility requirements and funding opportunities may be found here: dol.ny.gov/funding-opportunities-0.

STATE UNIVERSITY OF NEW YORK (SUNY) APPRENTICESHIP INITIATIVE

SUNY Apprenticeship expands Registered Apprenticeships for 21st century jobs. Local campuses apply to designated lead campuses for funding to support:

- Related Instruction costs
- Industry roundtables
- Creating curriculum for new trades
- Being a Competency- Based Apprenticeship testing center



CONTACT THE APPRENTICESHIP TRAINING PROGRAM

Businesses or entities interested in learning more about becoming a sponsor of a Registered Apprenticeship program please contact your local Supervising Apprentice Training Representative. These local Field Offices are listed below and contact information may be found here: dol.ny.gov/contact-supervising-apprentice-training-representative

If you are interested in becoming an apprentice, you may contact your local apprenticeship office for more information or to answer any questions you may have. These local Field Offices are listed below and contact information may be found here: dol.ny.gov/apprenticeship/apprenticeship-contacts

You may also e-mail: ATCO@labor.ny.gov

FIELD OFFICES

CAPITAL (ALBANY OFFICE)

Albany, Clinton, Columbia, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Herkimer, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

CENTRAL (SYRACUSE OFFICE)

Broome, Cayuga, Chenango, Cortland, Delaware, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

HUDSON VALLEY (WHITE PLAINS OFFICE)

Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

LONG ISLAND (HICKSVILLE OFFICE)

Nassau, Suffolk

NEW YORK CITY (NYC OFFICE)

Bronx, Kings, New York, Queens, Richmond

WESTERN (ROCHESTER OFFICE)

Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates

WESTERN (BUFFALO OFFICE)

Allegany, Cattaraugus, Chautauqua, Erie, Niagara

ACTIVE APPRENTICESHIP TRADES

Aircraft Refinishing Paint Technician	Chemical Laboratory Technician	Drafter (Structural)
Airframe & Powerplant Mechanic	Childcare Assistant	Drafter (Tool Design)
Alcoholism and Substance Abuse Counselor Aide	Cloud Engineer	Dry Wall Taper (Finisher)
Art Operations Associate	CNC Sawyer	EDM - Wire & Sinker Programmer/Operator
Auto Body Repairer and Painter	CNC Tool And Cutter Grinder	Electrical (Outside) Line Worker
Automotive Service Technician	Commercial Press Operator (5 Year)	Electrical Maintenance Technician
Behavior Technician	Community Health Worker	Electrical Utility Operator
Bench Jeweler (Production)	Computer Support Technician	Electrician
Biological Technician	Construction Manager	Electrician (Housewire or Residential)
Boilermaker (Construction)	Continuous Improvement Associate	Electrician (Sign)
Brewer/Distiller	Cook	Electro-Mechanical Technician
Bricklayer Mason and Plasterer	Cook (Chef)	Electronics Mechanic (CNC Systems Maintenance)
Bricklayer, Mason	Cook (Competency-Based)	Electronics Technician (Manufacturing Only)
Building Maintenance Mechanic	Coordinator (Trade Shows, Events, etc.)	Elevator Servicer and Repairer
Business Operations Associate	Customer Service Representative	Elevator/Escalator Constructor & Modernizer
Cabinetmaker	Dairy Processor	Energy Efficiency Technician
Calibration Technician(Electrical-Electronic)	Dairy Specialist	Environmental Literacy Instructor
Carpenter	Data Analyst	Fiber Optic Calibration Technician
Carpenter (Heavy-Highway)	Dental Office Assistant	Financial Services Representative
Carpenter (Residential)	Design Drafter (Electrical, Mechanical, Hydraulic)	Fire Fighter
Carpenter(Piledriver/Dockbuilder)	Diesel Engine Mechanic	Fire Fighter-EMT
Cement Finisher or Cement Mason	Direct Support Professional	Fitness Instructor
Centerless Grinder Machinist	Direct Support Professional (DSP) Supervisor	Furniture Finisher (Painter)
Central Sterile Processing Technician	Drafter (Architectural)	Glazier
Certified Nursing Assistant (CNA)	Drafter (Automotive Product Design)	Groundskeeper
Certified Recovery Peer Advocate	Drafter (Mechanical)	

Hazardous Materials Removal Worker	Lithographic Press Operator (4 Year)	Network Administrator
Heating, Ventilation and Air Conditioning Mechanic	Locksmith	Network Engineer
Hospital (Medical) Coder	Machine Builder	Offset Lithographic Press Operator
Housekeeper (Commercial, Residential, Industrial)	Machine Repairer	Optg. Engineer (Grade and Paving Equip)
Human Resources Associate	Machine Tool Builder	Optg. Engineer (Heavy Equipment)
Industrial Equipment Wirer and Assembler	Machinist	Optg. Engineer (Universal Equipment)
Industrial Hygienist	Machinist (CNC)	Ornamental Iron Worker
Industrial Machinery Mechanic	Maintenance Machinist	Outsourcing (Compounding) Pharmacy Technician
Industrial Manufacturing Technician	Maintenance Machinist (5 Year)	Packer Mechanic
Industrial Truck Mechanic	Maintenance Mechanic (Automatic Equipment)	Painter and Decorator
Instructor/Trainer (Information Technology)	Manufacturing Engineering Technician	Painter and Decorator (Structural Steel-Bridges)
Instrument & Electrical Mechanic	Marble, Carver, Cutter and Setter	Painter, Decorator & Paperhanger
Instrument Mechanic	Marine Services Technician	Paperhanger
Instrument Technician	Marketing Coordinator	Patternmaker (Wood)
Instrument-Rodperson	Medical Assistant	Pharmacy Associate
Insulation and Asbestos Worker	Metal Refinisher	Piano Builder
Iron Worker (Outside)	Metal Stamping Press Operator	Pipefitter
Iron Worker (Stone Derrickman and Rigger)	Micro-Computer Repair Technician	Plant Maintenance-Boilermaker
Junior Accountant	Millwright	Plant Maintenance-Carpenter
Landscape Nursery Manager	Model Maker	Plant Maintenance-Electrician
Lather (Carpenter)	Model Maker (Rapid Prototype Tech)	Plant Maintenance-Electrician-Mech
Lather (Wood, Wire and Metal)	Mold Maker, Die-Casting and Plastic Molding	Plant Maintenance-Mechanic
Linoleum, Resilient Tile & Carpet Layer	Moldmaker	Plant Maintenance-Millwright
Lithographic Press Operator (3 Year)	Multi-Story Window and Bldg Surface Cleaner	Plant Maintenance-Pipefitter
	Narrow Web Flexographic Press Operator	Plant Maintenance-Plumber and Steamfitter

Plant Maintenance-Refrigeration-AC	Screw Machine Set-Up and Operator-Mul	Vacuum Furnace Technician (Manufacturing Only)
Plant Maintenance-Welder		
Plasterer	Security Analyst	Visual and Graphic Arts Associate
Plastic Process Technician	Sheet Metal Worker	Wastewater Systems Operation Specialist
Plastics Molder	Sheet Metal Worker (Iron Plate)	Water Systems Operation Specialist
Plumber	Sheet Metal Worker (Sign Hanger-Rigger)	Welder (Industrial)
Plumber (Pump and Tank)	Site Safety Manager	Workforce Development Specialist
Plumber (Residential)	Skilled Construction Craft Laborer	
Plumber and Pipefitter	Small Gas Engine and Equipment Mechanic	
Plumber and Steamfitter		
Pointer, Caulker and Cleaner	Social Service Assistant	
Police Officer	Software Developer	
Pottery Studio Manager	Sprinkler Fitter	
Precision Imaging / Nanolithography Technician	Stationary Engineer	
	Steamfitter	
Precision Optics Manufacturing Technician	Stone Mason	
Precision TIG (GTAW) Welder	Systems Engineer	
Project Manager	Teacher	
Quality Assurance Auditor	Teacher Assistant	
Radiation Protection Technician	Technical Sales Representative	
Refrigeration and Air Conditioning Mechanic	Terrazzo Worker	
Roofer	Tile Setter (3 Year)	
Safety and Health Inspector	Tile Setter (4 Year)	
Sales Associate (Financial Services)	Tile, Marble and Terrazzo Finisher	
Scenic Artist	Tool and Die Maker	
School Administrator (Building Administrator)	Toolmaker	
School Safety Agent	Truck Driver, Heavy	
	UI/UX Designer	
	Underwater Instructor	

WE ARE YOUR DOL



The New York State Department of Labor is an Equal Opportunity Employer/Program.
Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.