



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

MAY 18 2022

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. Central Office

Section I

- A. Sponsor name: Roof Services of New York, a Tecta America Company, LLC.
B. Trade(s): Roofer
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: Roof Services of New York, a Tecta America Company, LLC
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: 48 West Jefryn Blvd
City/Town: Deer Park State: NY Zip Code: 11729
G. Email: [Redacted] H. Phone: (631) 666-3232 I. Fax: (631) 666-6092
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? 1
O. Within the past five (5) years, have you done business under a different name? [X] Yes [] 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.

Ralph W. Plotke 3/30/22
 Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: Ralph W. Plotke, President

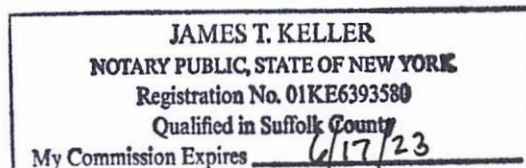
Sworn to me this: 30th day of March JAMES T. KELLER
 Signature of Notary Public or Commissioner of Deeds



NYS Department of Labor
Apprentice Training

MAY 18 2022

Central Office



Apprentice Training Program Registration Agreement

Revision

Nature of Change: New Program

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

- 1. Name of Sponsor: Roof Services of New York, a Tecta America Company, LLC
- 2. Mailing Address: 48 West Jefryn Blvd Deer Park NY 11729 Suffolk
(number & street) (city) (state) (zip code) (county)
- 3. Actual Address: 48 West Jefryn Blvd Deer Park NY 11729 Suffolk
(number & street) (city) (state) (zip code) (county)
- 4. Telephone No.: 631-666-3232 Ext. _____ Fax No.: 631-666-6092
- 5. E-mail Address: [REDACTED]
- 6. Trade/Occupation: Roofer
- 7. No. Employees: 38 No. Apprentices: 1 No. Journeyworkers: 30 8. Ratio: 1:1; 1:2
- 9. DOT Code: 866-381-010 10. Length of Program: 36 months
- 11. Apprentice Probationary Period: 9 Months 12. Work process: Standard or Revised
- 13. Minimum Journeyworker Rate: \$ 25.00 per Hour 14. Effective Date of Wages: 6/01/2016

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 checked="" type="checkbox"/> | M <input checked="" 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"/> |
| 6 | 6 | 6 | 6 | 6 | 6 | | | | |
| 62% | 67% | 72% | 77% | 85% | 90% | | | | |

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

17. [Signature] 3/30/22 18. _____
 Signature of Official Sponsor Representative Date Signature of Union Representative Date
 Ralph W. Plotke, President
 Print Name and Title Print Name, Title, and Union Name

19. _____ Date

Signature New York State Department of Labor

NYS Department of Labor
Apprentice Training

Received
Hicksville, L.I.

MAY 18 2022

APR 28 2022

Central Office

NYS DEPARTMENT OF LABOR
APPRENTICESHIP UNIT

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Apprenticeship Training Program

Sponsor Code _____

Trade Code 15-194

Related Instruction Availability

Received
Hicksville, L.I.

MAY 10 2022

NYS DEPARTMENT OF LABOR
APPRENTICESHIP UNIT

Trade: Roofer

Sponsor Name: Roof Services of New York, a Tecta America Company LLC

Sponsor Representative: Ralph W. Plotke

Sponsor Address:

No. & Street: 48 West Jefryn Blvd City: Deer Park

County: Suffolk State: NY Zip Code: 11729

Sponsor Telephone No.: 631-666-3232

Proposed Number of Apprentices: (1)

AT Office

Name: New York State Department of Labor - Apprenticeship Training Unit

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

City: Hicksville State: NY Zip Code: 11801

Apprentice Training Representative: _____ Date Prepared: 3/28/22

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

School

Name: CTC NYS Associated Builders & Contractors

No. & Street: 1 Comac Loop #4

City: Ronkonkoma State: NY Zip Code: 11779

School Representative Contact Information:

Name: [REDACTED]

Telephone No.: [REDACTED] Email: [REDACTED]

NYS Department of Labor
Apprentice Training

School

Name: _____

No. & Street: _____

City: _____ State: _____ Zip Code: Central Office

School Representative Contact Information:

Name: _____

Telephone No.: _____ Email: _____

DLEA

Name: [REDACTED]

No. & Street: 152 Laurel Hill Road

City: Northport State: NY Zip Code: 11768

Signature of DLEA [REDACTED] Date Prepared: 4/26/22

Received
Hicksville, L.I.

APR 28 2022

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Sponsor Code: _____

Trade Code: 15-194

NYS DEPARTMENT OF LABOR
APPRENTICESHIP UNIT

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: Roof Services of New York, a Tecta America Company, LLC

Located at: (Address) 48 West Jefryn Blvd Deer Park, NY 11729

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

In the occupation of: (List Trade) Roofer

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

Minimum Qualifications High School Diploma or Equivalent such as a GED or TASC

Minimum Age: 18 Minimum Education: _____

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

The apprentice will attest that they are physically capable of performing the work required; including working from ladders and scaffolds and in confined spaces and working at heights of 20' or more.

(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: Applicant must have a valid NYS Drivers License as apprentices may be required to operate vehicles owned by the sponsoring employer. Must be willing and able to work in extreme weather of either hot or cold.

Other: Applicant must have reliable means of transportation to and from the participating employer's place of business, job site and to all related instruction classes.

Other: Applicant must be willing to travel within the designated NYS geographic region (Metro NY, Eastern NY, Central NY, Western NY) for the purpose of successfully completing on the job training and related instruction in full compliance with the sponsors policies.

NYS Department of Labor
Apprentice Training

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

MAY 18 2022

Name: Roof Service of New York, a Tecta Company LLC

Central Office

Address: 48 West Jefryn Blvd Deer Park, NY 11729

Days: Monday - Friday Times: 8:00 a.m. - 5:00 p.m.

Phone: (631) 666-3232 Email: [REDACTED]

Special Instructions:

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

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Apprentice Training



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Sponsor Code _____

Trade Code(s) 15-194

MAY 18 2022

Selection Standards and Evaluations

Received
Hicksville, L.I.

APR 28 2022

Name of Candidate: Central Office Trade: Roofer

Address: _____ City: _____ State: NYS DEPARTMENT OF LABOR Zip: APPRENTICESHIP UNIT

| Only those checked apply. | | Maximum Points Allowable | Number of Years Credited | Score | Total |
|---|--|--------------------------|--------------------------|-------|-------|
| Educational Achievement | | | | | |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities | 24 | | | Total |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Year of Related Technical Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities | 4 | | | |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Trade Related Adult or Continuing Education Course Completed | 4 | | | |
| <input checked="" type="checkbox"/> | <u>5</u> Other: <u>Each year of post secondary education</u> | 15 | | | |
| Work Experience | | | | | |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Year of Trade Related Work Experience | 18 | | | Total |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Year of Active Military Experience | 4 | | | |
| <input checked="" type="checkbox"/> | <u>2</u> Points for Each Year of General Work Experience | 8 | | | |
| <input type="checkbox"/> | Other: _____ | 6 | | | |
| Seniority | | | | | |
| <input checked="" type="checkbox"/> | <u>5</u> Points for Each Year of Employment with The Sponsoring Firm | 20 | | | Total |
| <input type="checkbox"/> | Other: _____ | | | | |
| Job Aptitude | | | | | |
| <input type="checkbox"/> | Name of Aptitude Test: _____ Administered by _____ | | | | Total |
| <input type="checkbox"/> | Other: _____ | | | | |
| Oral Interview: Not to Exceed 40% of Total Score | | | | | |
| <input checked="" type="checkbox"/> | <u>0-5</u> Ability to Communicate | 20 | | | Total |
| <input checked="" type="checkbox"/> | <u>0-5</u> Willingness to Accept Obligation of Apprenticeship | 5 | | | |
| <input checked="" type="checkbox"/> | <u>0-5</u> Ability to Reason and Comprehend | 5 | | | |
| <input checked="" type="checkbox"/> | <u>0-5</u> Interest and Motivation | 5 | | | |
| <input type="checkbox"/> | Other: _____ | | | | |
| <input type="checkbox"/> | Other: _____ | | | | |

Total Allowable Points →

| | | |
|----|---------------|--|
| 82 | Total Score → | |
|----|---------------|--|

Rank _____

Evaluated by: _____ (Name) Date: _____

Sponsor Name: Roof Services of New York, a Tecta America Company, LLC

Sponsor Address: 48 West Jefryn Blvd, Deer Park, NY 11729

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Received
TICKSVILLE, L.I.

APR 28 2022

NYS DEPARTMENT OF LABOR
APPRENTICESHIP UNIT

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: _____ Date 03/28/2022
The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative.

Ralph W. Plotke President
Print Name and Title

Approved by: _____ Date _____
New York State Department of Labor

Sponsor Name Roof Services of NY, a Tecta Americ Sponsor Code _____ No. of Apprentices 1

Trade(s) Roofer Trade Code(s) 15-194 NYS Department of Labor
Apprentice Training

AT 602 (12/21) MAY 18 2022
Central Office