



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

JUL 09 2024

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: SUNY Schenectady County Community College
B. Trade(s): Police Officer
C. Type of Apprenticeship Training Program (check one):
1. [ ] Individual Non-Joint 2. [ ] Individual Joint 3. [x] 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: SUNY Schenectady County Community College
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: 78 Washington Ave
City/Town: Schenectady State: NY Zip Code: 12305
G. Email: [redacted] H. Phone: (518) 396-5982 I. Fax: (518) 396-5982
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 [ ] LLC [ ] LLP [x] Other
N. How many years has your organization been in business? 57
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.



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**Apprentice Training Program Registration Agreement**

Revision

Nature of Change: New Program Application  
Trade Reactivation / Update

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

- Name of Sponsor: SUNY Schenectady County Community College
- Mailing Address: 78 Washington Ave Schenectady NY 12305 Schenectady  
(number & street) (city) (state) (zip code) (county)
- Actual Address: 78 Washington Ave Schenectady NY 12305 Schenectady  
(number & street) (city) (state) (zip code) (county)
- Telephone No.: 518-396-5982 Ext. \_\_\_\_\_ Fax No.: 518-396-5982
- E-mail Address: [REDACTED]
- Trade/Occupation: Police Officer
- No. Employees: 400 No. Apprentices: 0 No. Journeyworkers: 10 8. Ratio: none 1:1, 1:1
- DOT Code: \_\_\_\_\_ 10. Length of Program: 12 months
- Apprentice Probationary Period: 3 months 12. Work process: Standard  or Revised
- Minimum Journeyworker Rate: \$ per signatory per \_\_\_\_\_ 14. Effective Date of Wages: 5/31/24
- Apprentice wage progression for each period – in months (M) or hours (H)

1	2	3	4	5	6	7	8	9	10
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"/>	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"/>

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 D.E.W.S Syracuse NY

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

17. [Signature] 06/14/24 18. \_\_\_\_\_  
 Signature of Official Sponsor Representative Date Signature of Union Representative Date  
 Steady Moono, 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

JUL 09 2024

Central Office

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Apprenticeship Training Program

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

Trade Code \_\_\_\_\_

**Related Instruction Availability**

Trade: Police Officer

Sponsor Name: SUNY Schenectady County Community College

Sponsor Representative: Lauren Lankau

Sponsor Address:

No. & Street: 78 Washington Ave. City: Schenectady

County: Schenectady State: NY Zip Code: 12305

Sponsor Telephone No.: 518-396-5982

Proposed Number of Apprentices: 10

**AT Office**

Name: Capital Region

No. & Street: Harriman State Office Campus, Building 12, Room 459

City: Albany State: NY Zip Code: 12226

Apprentice Training Representative: J. Veshia Date Prepared: 7/2/24

Related instruction is **not** available.

Related instruction is available at:

**School**

Name: SUNY Schenectady County Community College

No. & Street: 78 Washington Ave.

City: Schenectady State: NY Zip Code: 12305

School Representative Contact Information:

Name: Louis Aiossa

Telephone No.: 518-227-0205

Email: [REDACTED]

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Apprentice Training

**School**

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

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

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

School Representative Contact Information:

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

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

**DLEA**

Name: Christie Davis, Dir. of External Partnerships and Applied Learning - SUNY FULTON - MONTGOMERY COMMUNITY COLLEGE

No. & Street: 2805 State Highway 67

City: Johnstown State: NY Zip Code: 12095

Signature of DLEA: [REDACTED] Date Prepared: 7/8/24

JUL 10 2024

Central Office



### Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: SUNY Schenectady County Community College

Located at: (Address) 78 Washington Ave Schenectady, NY 12305

Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: 50

In the occupation of: (List Trade) Police Officer

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  
Minimum Age: 19 Minimum Education: \_\_\_\_\_

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

Physical Agility Test and Medical Exam after offer of apprenticeship before employment

(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: Medical Exam and Drug Test after offer of apprenticeship before employment

Other: Psychiatric Evaluation and Polygraph exam after offer of apprenticeship before employment

Other: Physical Agility Test after offer of apprenticeship before employment

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

D.E.W.S Syracuse NY

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

Address: \_\_\_\_\_

Days: \_\_\_\_\_ Times: \_\_\_\_\_ NYS Department of Labor  
Apprentice Training

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Special Instructions:

Central Office

Applications may be obtained anytime from participating police agencies

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

Received

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Department of Labor

www.labor.ny.gov

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

Trade Code(s) \_\_\_\_\_

D.E.W.S Syracuse NY

Selection Standards and Evaluations

Name of Candidate: \_\_\_\_\_ Trade: Police Officer Template

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

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score	Total
<b>Educational Achievement</b>					
<input type="checkbox"/>	<u>1</u> Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities				
<input type="checkbox"/>	Points for Each Year of Related Technical Education Past Grade _____ or Equivalent as Recognized by Local Educational Authorities				
<input type="checkbox"/>	<u>1</u> Points for Each Trade Related Adult or Continuing Education Course Completed				
<input type="checkbox"/>	<u>5</u> Other: <u>Desire for A.S. degree in Criminal Justice</u>				
<b>Work Experience</b>					
<input type="checkbox"/>	<u>2</u> Points for Each Year of Trade Related Work Experience				
<input type="checkbox"/>	<u>2</u> Points for Each Year of Active Military Experience				
<input type="checkbox"/>	<u>1</u> Points for Each Year of General Work Experience				
<input type="checkbox"/>	Other: _____				
<b>Seniority</b>					
<input type="checkbox"/>	<u>1</u> Points for Each Year of Employment with The Sponsoring Firm				
<input type="checkbox"/>	Other: _____				
<b>Job Aptitude</b>					
<input type="checkbox"/>	<u>2</u> Name of Aptitude Test: <u>Physical Agility Text</u> Administered by <u>Police Academy</u>				
<input type="checkbox"/>	<u>2</u> Other: <u>Good academic standing 1st month of Police Academy</u>				
<b>Oral Interview: Not to Exceed 40% of Total Score</b>					
<input type="checkbox"/>	<u>2</u> Ability to Communicate				
<input type="checkbox"/>	<u>2</u> Willingness to Accept Obligation of Apprenticeship				
<input type="checkbox"/>	<u>2</u> Ability to Reason and Comprehend				
<input type="checkbox"/>	<u>2</u> Interest and Motivation				
<input type="checkbox"/>	Other: _____				
<input type="checkbox"/>	Other: _____				

Total Allowable Points



Total Score →	25
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Rank \_\_\_\_\_ NYS Department of Labor  
Apprentice Training

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

Date: \_\_\_\_\_ JUL 09 2024

Sponsor Name: \_\_\_\_\_ Central Office

Sponsor Address: \_\_\_\_\_

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D.E.W.S Syracuse NY

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Department of Labor

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

Trade Code(s) \_\_\_\_\_

New York State Department of Labor

**Apprentice Training Program Affirmative Action Plan**

New Program

Amended


Renewal

To be Administered by (Sponsor's Name): SUNY Schenectady County Community Collge

Address: 78 Washington Ave Schenectady State: NY Zip: 12305

Plan is effective: From: 6/18/24 To: 8/31/25

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

Signature of Sponsor:  Date: 06/14/2024

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: Steady Moono

Title: President

**Do not write below this line.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
NYS Department of Labor

Title: \_\_\_\_\_

NYS Department of Labor  
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**Part II – Labor Force Analysis/Utilization Study**

A. The total labor force is 583,915 in the following county(counties):

<u>Albany</u>	<u>Rensselaer</u>	<u>Schoharie</u>
<u>Fulton</u>	<u>Saratoga</u>	<u>Warren</u>
<u>Montgomery</u>	<u>Schenectady</u>	<u>Washington</u>

The labor force includes:\*

**Minorities**

African American	<u>33,413</u>	<u>5.72</u>	%
Hispanic	<u>26,211</u>	<u>4.49</u>	%
Other Minorities**	<u>32,171</u>	<u>5.51</u>	%
<b>Total Minorities</b>	<u>91,795</u>	<u>15.72</u>	%
<b>Women</b>	<u>282,724</u>	<u>48.42</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: 15.72 %  
 Goal for Women: 6.9 %

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\* 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.

\*\* Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.



**Part III – Current and Projected Staffing and Annual Goals**

Title of Trade Police Officer

**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 Apprentice Indentures\***

Year	20	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	Totals
New Positions							
Vacancies from Turnover**							
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:\*

Year	20	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</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.

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

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

## Part IV – Action Plans and Requirements (continued)

### B. Recruitment

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/](http://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 (<https://newyork.usnlx.com/>).
- 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.\*

### 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.

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

## Part IV – Action Plans and Requirements (continued)

### 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.
- 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.\*
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.\*\*

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 508, Selection Standards and Evaluations, attached.

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\* Sponsors are advised to keep all applications for a **minimum of one year**.

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