New York State
Registered Apprenticeship Training Program
Sponsor Information Sheet and Instructions

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: NYS Office of the State Comptroller

B. Trade(s): Software Developer

C. Type of Apprenticeship Training Program (check one):

*For sponsors of group programs only (3 and 4) – See instructions for signatory list submission information.

D. Name of entity completing this form: NYS Office of the State Comptroller

E. Entity completing this form (check one):
   ☑ 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: 110 State St
   City/Town: Albany  State: NY  Zip Code: 12236

G. Email: [redacted]  H. Phone: (518) 474-1924  I. Fax: (518) 486-6723

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? □ Yes  ☑ No

M. Type of Entity (check one and provide attachments as noted in the instructions):
   ☑ Corporation  □ Partnership  □ Sole-Proprietor  □ LLC  □ LLP  ☑ Other

N. How many years has your organization been in business? 225 yrs

O. Within the past five (5) years, have you done business under a different name? □ 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? □ 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  ☑ No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law? □ Yes  ☑ No
3. Any grant of immunity for conduct constituting a crime under state or federal law? □ Yes  ☑ 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
Randy Hotaling, Director of Human Resources
Print name and title:

Sworn to me this: 14 day of November

Signature of Notary Public or Commissioner of Deeds

NYS Department of Labor
Apprentice Training
DEC 02 2022
Central Office
Apprentice Training Program Registration Agreement

Revision ✓
Nature of Change: New Program

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<tr>
<th>State Use Only</th>
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<tr>
<td>AT Sponsor No.</td>
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<tr>
<td>ATP Code</td>
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<tr>
<td>Effective Date of AT Program</td>
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1. Name of Sponsor: New York State Office of the State Comptroller

2. Mailing Address: 110 State St, Albany, NY 12236

3. Actual Address: 110 State St, Albany, NY 12236

4. Telephone No.: 518-474-1924 Ext. Fax No.: 518-486-6723

5. E-mail Address: [Redacted]

6. Trade/Occupation: Software Developer


8. DOT Code: [Blank]

9. Apprentice Probationary Period: 3 months

10. Length of Program: 12 months

11. Work process: Standard

12. Minimum Journeyworker Rate: $23.56 per hr

13. Effective Date of Wages: 4/1/22

14. Effective Date of Wages: 4/1/22

15. Apprentice wage progression for each period — in months (M) or hours (H)

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

17. Signature of Official Sponsor Representative: Randy Hotaling, Dir. of HR & Courtney Bernard, Asst. Dir.

18. Date: 11/14/2018

19. Signature New York State Department of Labor: [Redacted]

NYS Department of Labor Apprentice Training

DEC 02 2022

Central Office
Related Instruction Availability

Trade: SOFTWARE DEVELOPER

Sponsor Name: NYS Office of the State Comptroller
Sponsor Representative: Randy Hotaling

Sponsor Address:
No. & Street: 110 State St
City: Albany
County: Albany
State: NY
Zip Code: 12236

Sponsor Telephone No.: 518-474-7661
Proposed Number of Apprentices: ________________

AT Office
Name: NYS DOL Albany
No. & Street: W. Averell Harriman State Office Campus Building 12, Room 455/459
City: Albany
State: NY
Zip Code: 12240

Apprentice Training Representative: ________________ Date Prepared: ________________

☐ Related instruction is not available. ☑ Related instruction is available at:

School
Name: Hudson Valley Community College
No. & Street: 80 Vandenburg Ave
City: Troy
State: NY
Zip Code: 12180

School Representative Contact Information:
Name: Meredith O'Connell Telephone No.: 518-629-4941 Email: ________________

School
Name: ________________________________
No. & Street: ________________________________
City: ________________________________ State: __________________ Zip Code: ________________

School Representative Contact Information:
Name: ________________________________ Telephone No.: __________________ Email: ________________

DLEA
Name: ________________________________
No. & Street: ________________________________
City: ________________________________ State: __________________ Zip Code: ________________

Signature of DLEA ________________________________ Date Prepared: 7/19/22

AT 8 (1/19)
Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: NYS Office of the State Comptroller
Located at: (Address) 110 State St, Albany, NY 12236
Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: 2
In the occupation of: (List Trade) SOFTWARE DEVELOPER

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

Minimum Qualifications
Minimum Age: 18 Minimum Education: High school diploma or equivalency diploma (such as TASC or GED)

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 completed one year of Computer Information Science or equivalent
Must have completed courses: Introduction to Computing and Information Sciences, Programming Logic - Data Structures and Introduction to Database Concepts with Microsoft Access

Other: All applicants must be eligible for employment in the United States and maintain this eligibility throughout their employment with the Office of the State Comptroller. Employment is contingent upon the provision of proof of the right to accept employment in the United States. No sponsorship is available for positions in the Office of the State Comptroller.

Other: It is the policy of the Office of the State Comptroller that all new hires will be fingerprinted for a criminal background check to be conducted by the Division of Criminal Justice Services. Applicants who refuse to be fingerprinted will not be considered for employment. Must have reliable transportation to and from work and related instruction.

Application forms may be obtained: From: To: 

Name: Randy Hotaling
Address: 110 State Street, Albany, NY 12236 www.osc.state.ny.us
Days: Monday - Friday Times: 8:00 am - 5:00 pm
Phone: (518) 474-1924 Email: 

Special Instructions:

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

AT 505 (05/21) See Instructions on Reverse Side
Selection Standards and Evaluations

Name of Candidate: ____________________________ Trade: SOFTWARE DEVELOPER
Address: ____________________________ City: __________ State: ______ Zip: ______

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<td>□ __ Points for Each Trade Related Adult or Continuing Education Course Completed</td>
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<td>□ __ 0-10 Willingness to Accept Obligation of Apprenticeship</td>
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<td>□ __ 0-10 Ability to Reason and Comprehend</td>
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<td>□ __ 0-10 Interest and Motivation</td>
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Total Allowable Points: 100

NYS Department of Labor
Apprentice Training

Evaluated by: ____________________________
(Sponsor Name: New York State Office of the State Comptroller)
Sponsor Address: 110 State Street, Albany NY 12236

AT 508 (3/22)  Page 1 of 2
WE ARE YOUR DOL

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 the 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://newwork.uslnx.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://newwork.uslnx.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: 11/14/2022

Randy Hotaling
Director of Human Resources

Print Name and Title

Approved by: ___________________________ Date: ___________________________

Sponsor Name: NYS Office of the State Comptroller
Sponsor Code: ___________________________ No. of Apprentices: ___________________________

Trade(s): SOFTWARE DEVELOPER
Trade Code(s): ___________________________

AT 602 (12/21)